



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
occoquanva.gov  
info@occoquanva.gov

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## Occoquan Town Council Town Council Meeting May 7, 2024 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Public Hearing**
  - a. Public Hearing on FY2025 Budget
5. **Consent Agenda**
  - a. Request to Accept April 16, 2024, Town Council Meeting Minutes
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
10. **Regular Business**
  - a. Request to Adopt Police Week 2024 Proclamation
11. **Discussion Items**
  - a. Report on Riverwalk Expansion from RESC
  - b. Update on Riverfest & Craft Show
12. **Closed Session**
13. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.  
A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>4. Public Hearing</b>	<b>Meeting Date:</b> May 7, 2024
<b>4A: FY 2025 Proposed Budget Hearing</b>	

- Attachments:**
- a. [FY 2025 Proposed Budget - via Website](#)
  - b. Public Hearing Advertisement

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a public hearing on the Proposed Fiscal Year (FY) 2025 Budget. The Town Council held budget work sessions on March 5, March 19, and April 2, 2024. The Proposed Budget is posted on the Town’s website at [occoquanva.gov/government/budget](http://occoquanva.gov/government/budget) and available in Town Hall, 314 Mill Street, Monday - Friday, 9 a.m. to 4 p.m.

**Budget Summary**

		FY 2024 Adopted	FY 2025 Proposed	Difference	Increase/ (Decrease)
General Fund	Revenues	\$1,316,017	\$1,408,258	\$92,241	7%
	Expenses	\$1,316,017	\$1,408,258	\$92,241	7%
Events Fund	Revenues	\$300,625	\$313,285	\$12,660	4.2%
	Expenses	\$234,281	\$238,726	\$4,445	1.9%
Capital Improvement Fund	Revenues	\$2,020,502	\$1,374,031	(\$646,471)	-32%
	Expenditures	\$2,020,502	\$1,374,031	(\$646,471)	-32%
Mamie Davis Fund	Revenues	\$500	\$256	(\$244)	-48.8%
	Expenses			\$0	0%
E-Summons Fund	Revenues	\$11,500	\$15,200	\$3,700	32.2%
	Expenses	\$5,500	\$7,200	\$1,700	30.9%

This public hearing is intended to provide the public with the opportunity to comment on the proposed budget. This public hearing was advertised in InsideNOVA on April 24, 2024 as well as on the Town website and at locations around the town.

In addition to the public hearing on the proposed budget, there will be a public hearing on the proposed tax rates in support of the FY 2025 budget on May 21, 2024 at 7:00 p.m. The Town Council may adopt the budget and tax rates on Tuesday, May 21, 2024. Fiscal Year 2025 will begin on July 1, 2024 and end on June 30, 2025.

**Town Staff's Recommendation:** Recommend closing the public hearing.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to close the public hearing."

OR

Other action Council deems appropriate.

FY 2025 Funds Summary - Revenues and Expenses		FY 2024 Budget	FY 2025 Proposed	% to Budget
<i>MAMIE DAVIS PARK FUND</i>	Revenues	\$ 500.00	\$ 256.00	-48.8%
	Expenses	\$ -	\$ -	
<i>E-SUMMONS FUND</i>	Revenues	\$ 11,500.00	\$ 15,200.00	32.2%
	Expenses	\$ 5,500.00	\$ 7,200.00	30.9%
<i>EVENTS FUND</i>	Revenues	\$ 300,625.00	\$ 313,285.00	4.2%
	Expenses	\$ 234,281.00	\$ 238,726.00	1.9%
<i>GENERAL OPERATING FUND</i>	Revenues	\$ 1,316,017.00	\$ 1,408,258.00	7.0%
	Expenses	\$ 1,316,017.00	\$ 1,408,258.00	7.0%
<i>CIP FUND</i>	Revenues	\$ 2,020,502.00	\$ 1,374,031.00	-32.0%
	Expenses	\$ 2,020,502.00	\$ 1,374,031.00	-32.0%
<b>OVERALL</b>		\$ 3,576,300.00	\$ 3,028,215.00	-15.33%

Account	FY2025 Proposed Budget General Fund - Revenues	FY2023 Budget	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Taxes</b>									
40010	Real Estate Tax	\$ 275,492.00	\$ 275,339.85	\$ 288,768.50	\$ 289,560.00	\$ 304,350.60	5.1%	5.4%	15,582
40020	Meals Tax	\$ 282,499.00	\$ 281,565.82	\$ 357,640.50	\$ 321,350.93	\$ 333,812.09	3.9%	-6.7%	(23,828)
40030	Sales Tax	\$ 36,000.00	\$ 40,685.65	\$ 40,000.00	\$ 47,954.31	\$ 48,000.00	0.1%	20.0%	8,000
40040	Utility Tax	\$ 30,000.00	\$ 34,764.98	\$ 31,000.00	\$ 36,456.78	\$ 36,500.00	0.1%	17.7%	5,500
40050	Communications Tax	\$ 33,000.00	\$ 32,168.23	\$ 33,000.00	\$ 27,058.44	\$ 33,000.00	22.0%	0.0%	-
40060	Transient Occupancy Tax	\$ 14,500.00	\$ 36,604.30	\$ 21,000.00	\$ 40,974.15	\$ 46,500.00	13.5%	121.4%	25,500
40070	Peer-to-Peer Vehicle Tax				\$ 3,300.00	\$ 6,600.00	100.0%		6,600
<b>Fees</b>									
41010	Vehicle License Fee	\$ 11,000.00	\$ 10,520.50	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	0.0%	0.0%	-
41020	Business Licenses	\$ 68,800.00	\$ 65,047.31	\$ 75,000.00	\$ 87,345.00	\$ 90,402.07	3.5%	20.5%	15,402
41025	Business License Fee		\$ -	\$ 4,140.00	\$ 4,140.00	\$ 4,260.00	2.9%	2.9%	120
41030	Late Fees	\$ 2,500.00	\$ 2,440.26	\$ 1,500.00	\$ 2,820.00	\$ 1,500.00	-46.8%	0.0%	-
41040	Fines - Public Safety	\$ 345,000.00	\$ 328,795.75	\$ 349,830.00	\$ 365,622.00	\$ 375,000.00	2.6%	7.2%	25,170
41100	Administrative Fees	\$ 10,000.00	\$ 5,870.21	\$ 8,500.00	\$ 12,850.00	\$ 8,500.00	-33.9%	0.0%	-
41120	Service Revenue - Engineering	\$ 10,000.00	\$ 12,353.75	\$ 14,000.00	\$ 5,600.00	\$ 14,000.00	150.0%	0.0%	-
41130	Service Revenue - Legal	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 5,000.00	#DIV/0!	-50.0%	(5,000)
41140	Service Revenue - Other	\$ 500.00	\$ 741.14	\$ 500.00	\$ 620.00	\$ 600.00	-3.2%	20.0%	100
41000	Fees - Other	\$ 1,500.00	\$ 786.49	\$ 3,000.00	\$ 1,270.64	\$ 2,500.00	96.8%	-16.7%	(500)
<b>Grants</b>									
42010	Litter Grant	\$ 1,329.00	\$ 3,024.50	\$ 1,329.00	\$ 2,085.00	\$ 1,329.00	-36.3%	0.0%	-
42020	Public Safety (HB599)	\$ 35,688.00	\$ 26,041.00	\$ 26,821.00	\$ 27,388.00	\$ 27,677.70	1.1%	3.2%	857
42021	NHSTA (DMV)	\$ 15,000.00	\$ 11,512.38	\$ 15,375.00	\$ 15,000.00	\$ 16,000.00	6.7%	4.1%	625
42040	PEG	\$ -	\$ 179.70	\$ -	\$ -	\$ -			-
	Other Grants	\$ -	\$ 34,435.29	\$ -	\$ -	\$ -			-
<b>Public Property Leases and Rentals</b>									
43010	Town Hall Rentals	\$ -		\$ -		\$ -			-
43020	River Mill Park Rentals	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	\$ 2,750.00	\$ 4,000.00	45.5%	33.3%	1,000
43030	Mamie Davis Park Rentals	\$ 2,000.00	\$ 1,100.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	0.0%	100.0%	1,500
	200 Mill Street Lease	\$ 7,612.50	\$ 7,993.13	\$ 7,613.00	\$ 7,613.00	\$ 7,726.69	1.5%	1.5%	114
<b>Other</b>									
44010	General Fund Interest	\$ 900.00	\$ 30,133.10	\$ 10,200.00	\$ 25,094.00	\$ 25,000.00	-0.4%	145.1%	14,800
44040	Brick Program	\$ -		\$ 300.00	\$ 300.00	\$ 300.00	0.0%	0.0%	-
44060	Other Revenues	\$ 1,000.00	\$ 72.94	\$ 999.99	\$ 7,369.00	\$ 1,700.00	-76.9%	70.0%	700
	Fund Transfers	\$ 30,225.00							-
	<b>General Fund Revenue Total</b>	<b>\$ 1,227,545.50</b>	<b>\$ 1,243,176.28</b>	<b>\$ 1,316,016.99</b>	<b>\$ 1,348,521.25</b>	<b>\$ 1,408,258.15</b>	<b>4.4%</b>	<b>7.0%</b>	<b>92,241</b>
<b>Net Revenue</b>									
	<b>Net Revenue</b>	<b>\$ -</b>	<b>\$ 57,481.46</b>	<b>\$ -</b>	<b>\$ 73,566.65</b>	<b>\$ -</b>			<b>-</b>

Account	FY2025 Proposed Budget General Fund - Expenditures	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	\$ 708,933.50	\$ 667,537.02	\$ 734,671.84	\$ 710,771.24	\$ 827,000.87	16.4%	12.6%	\$ 92,329
60400	Total Professional Services	\$ 169,321.00	\$ 161,301.51	\$ 174,325.00	\$ 168,516.37	\$ 175,967.00	4.4%	0.9%	\$ 1,642
60800	Total Information Technology Services	\$ 31,100.00	\$ 35,192.92	\$ 40,092.00	\$ 43,937.78	\$ 40,430.00	-8.0%	0.8%	\$ 338
61200	Total Materials and Supplies	\$ 27,230.00	\$ 28,554.22	\$ 31,125.00	\$ 30,366.62	\$ 34,850.00	14.8%	12.0%	\$ 3,725
61600	Total Operational Services	\$ 9,000.00	\$ 9,299.91	\$ 10,172.00	\$ 8,890.58	\$ 9,200.00	3.5%	-9.6%	\$ (972)
62000	Total Contracts	\$ 112,382.05	\$ 109,433.46	\$ 122,135.00	\$ 119,071.74	\$ 125,103.00	5.1%	2.4%	\$ 2,968
62400	Total Insurance	\$ 33,690.00	\$ 37,918.00	\$ 40,300.00	\$ 39,958.64	\$ 43,500.00	8.9%	7.9%	\$ 3,200
62800	Total Public Information	\$ 5,020.00	\$ 2,808.31	\$ 4,035.60	\$ 3,927.21	\$ 4,050.00	3.1%	0.4%	\$ 14
63200	Total Advertising	\$ 2,000.00	\$ 4,874.80	\$ 7,640.00	\$ 7,133.76	\$ 6,610.00	-7.3%	-13.5%	\$ (1,030)
63600	Total Training and Travel	\$ 18,210.00	\$ 10,243.78	\$ 16,510.00	\$ 13,466.35	\$ 17,050.00	26.6%	3.3%	\$ 540
64000	Total Vehicles and Equipment	\$ 27,210.00	\$ 49,375.31	\$ 30,050.00	\$ 55,279.16	\$ 47,650.00	-13.8%	58.6%	\$ 17,600
64400	Total Seasonal	\$ 10,500.00	\$ 10,623.00	\$ 11,700.00	\$ 10,939.45	\$ 13,000.00	18.8%	11.1%	\$ 1,300
64800	Total Town Hall	\$ 11,890.00	\$ 11,688.71	\$ 12,623.92	\$ 11,043.87	\$ 11,343.54	2.7%	-10.1%	\$ (1,280)
65200	Total Mill House Museum	\$ 6,500.00	\$ 300.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00		0.0%	\$ -
65600	Total 200 Mill Street	\$ 500.00	\$ -	\$ -	\$ -	\$ -			\$ -
66000	Total Police/PW Annex	\$ 5,910.00	\$ 5,482.51	\$ 3,190.00	\$ 7,408.84	\$ 3,350.00	-54.8%	5.0%	\$ 160
66400	Total Mill Street Storage	\$ 250.00	\$ -	\$ -	\$ -	\$ -			\$ -
66800	Total River Mill Park and Facility	\$ 16,200.00	\$ 18,398.04	\$ 19,317.84	\$ 18,143.16	\$ 18,153.74	0.1%	-6.0%	\$ (1,164)
67200	Total Mamie Davis Park and Riverwalk	\$ 4,100.00	\$ 4,049.01	\$ 5,850.00	\$ 5,122.00	\$ 5,400.00	5.4%	-7.7%	\$ (450)
67600	Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
68000	Total Furnace Branch Park	\$ -	\$ -	\$ -	\$ -	\$ 500.00			\$ 500
68400	Total Streets and Sidewalks	\$ 3,000.00	\$ 2,726.61	\$ 2,800.00	\$ 1,800.00	\$ 2,500.00	38.9%	-10.7%	\$ (300)
68800	Total Historic District	\$ 24,600.00	\$ 15,887.85	\$ 20,600.00	\$ 12,677.84	\$ 13,600.00	7.3%	-34.0%	\$ (7,000)
69200	Special Events	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
68900	Total Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00			\$ 2,500
TBD	Total Fund Transfer	\$ -	\$ -	\$ 22,378.80	\$ -	\$ -		-100.0%	\$ (22,379)
<b>TOTALS</b>		<b>\$ 1,227,546</b>	<b>\$ 1,185,695</b>	<b>\$ 1,316,017</b>	<b>\$ 1,274,955</b>	<b>\$ 1,408,258</b>	<b>10.5%</b>	<b>7.0%</b>	<b>\$ 92,241</b>

FY2025 PROPOSED BUDGET - EVENT FUND								
Account	Revenue Source	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Event Revenues</b>								
47010	Sponsorships	\$ 17,658.10	\$ 42,500.00	\$ 15,515.00	\$ 34,000.00	119.1%	-20.0%	(8,500)
47020	Booth Rentals	\$ 164,250.02	\$ 160,375.00	\$ 94,250.00	\$ 166,000.00	76.1%	3.5%	5,625
47030	Shuttle Fees	\$ 60,270.35	\$ 60,500.00	\$ 28,500.00	\$ 60,500.00	112.3%	0.0%	-
47040	Parking Space Sales	\$ 9,900.00	\$ 8,900.00	\$ 5,250.00	\$ 10,500.00	100.0%	18.0%	1,600
47060	Merchandise	\$ 1,070.00	\$ 3,000.00	\$ 1,778.00	\$ 1,125.00	-36.7%	-62.5%	(1,875)
47021	Ticket Sales	\$ 9,375.51	\$ 11,000.00	\$ 14,007.00	\$ 18,575.00	32.6%	68.9%	7,575
<b>Other Revenues</b>								
44040	Bricks Program	\$ 1,813.72	\$ 1,275.00	\$ 1,500.00	\$ 1,575.00	5.0%	23.5%	300
41160	Convenience Fees	\$ 5,023.31	\$ 5,875.00	\$ 4,378.00	\$ 4,550.00	3.9%	-22.6%	(1,325)
44020	Events Fund Interest	\$ 99.05	\$ 1,200.00	\$ -	\$ -		-100.0%	(1,200)
47000	Other Revenue	\$ 12,641.72	\$ 6,000.00	\$ 10,012.00	\$ 16,460.00	64.4%	174.3%	10,460
<b>Total Events Fund Revenues</b>		<b>\$ 282,101.78</b>	<b>\$ 300,625.00</b>	<b>\$ 175,190.00</b>	<b>\$ 313,285.00</b>	<b>78.8%</b>	<b>4.2%</b>	<b>12,660</b>
Account	Expenses	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	\$ 65,311.32	\$ 84,530.52	\$ 70,995.43	\$ 98,370.64	38.6%	16.4%	13,840
60400	Total Professional Services	\$ 13,804.14	\$ 17,600.00	\$ 11,054.53	\$ 5,050.00	-54.3%	-71.3%	(12,550)
60800	Total Information Tech Services	\$ 1,229.81	\$ 1,200.00	\$ 900.00	\$ 390.00	-56.7%	-67.5%	(810)
61200	Total Material and Supplies	\$ 20,061.43	\$ 18,025.00	\$ 13,450.42	\$ 13,545.00	0.7%	-24.9%	(4,480)
62000	Total Contracts	\$ 74,691.91	\$ 75,125.00	\$ 54,769.00	\$ 75,100.00	37.1%	0.0%	(25)
63200	Total Advertising	\$ 21,372.37	\$ 24,875.00	\$ 30,493.50	\$ 32,500.00	6.6%	30.7%	7,625
64000	Vehicles and Equipment	\$ -	\$ -	\$ -	\$ -			-
66800	River Mill Park and Facility	\$ 375.00	\$ 600.00	\$ 750.00	\$ 850.00	13.3%	41.7%	250
69210	Holidayfest / Santa	\$ 6,268.50	\$ 2,675.00	\$ 17,908.00	\$ 1,000.00			
69220	Volunteer Thank You Event	\$ 1,564.74	\$ 1,575.00	\$ 1,617.00	\$ 1,595.00	-1.4%	1.3%	20
69250	River Mill Park Special Events	\$ 10,598.54	\$ 4,850.00	\$ 1,592.09	\$ 1,050.00	-34.0%	-78.4%	(3,800)
69290	Other Special Events	\$ 4,150.48	\$ 3,225.00	\$ 6,278.00	\$ 9,275.00	47.7%		6,050
<b>Total Events Fund Expenses</b>		<b>\$ 219,428.24</b>	<b>\$ 234,280.52</b>	<b>\$ 209,807.97</b>	<b>\$ 238,725.64</b>	<b>13.8%</b>	<b>1.9%</b>	<b>4,445</b>
		\$ -	\$ -	\$ -	\$ -			
<b>Total Events Fund Net Revenue</b>		<b>\$ 62,673.54</b>	<b>\$ 66,344.48</b>	<b>\$ (34,617.97)</b>	<b>\$ 74,559.36</b>	<b>-315.4%</b>	<b>12.4%</b>	<b>8,215</b>

FY2025 Proposed 5 Year Budget Capital Improvement Program (CIP)			FY25	FY26	FY27	FY28	FY29	Totals
Activity	Funding Source							
<b>Street and Parking Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
FY26 - Poplar Alley Repaving	Public Works	CIP		25,000				25,000
FY29 - Road Resurfacing	Public Works	CIP					50,000	50,000
<b>Sidewalk Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CIP				40,000		40,000
<b>Riverwalk Improvements</b>	<b>Public Works</b>	<b>WC / Grant</b>	\$ 110,000	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 1,610,000
FY25-FY26 - Riverwalk Extensions	Public Works	WC / Grant	110,000	-	750,000	750,000	-	1,610,000
<b>Building and Parks Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ 12,200	\$ 18,000	\$ 10,000	\$ -	\$ -	\$ 40,200
FY25 - Town Hall/Annex Building Painted	Public Works	CIP	7,500					7,500
FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	1,500					1,500
FY25 - Mill Street Storage - door replacement	Public Works	CIP	1,500					1,500
FY26 - Mill Street Storage Improvements	Public Works	Grant		8,000				8,000
FY25 - River Road Fence	Public Works	CIP	1,700					1,700
FY26 - Mill House Museum - New windows and Door	Public Works	CIP		10,000				10,000
FY27 - Mill House Museum - New Roof	Public Works	CIP			10,000			10,000
<b>Vehicles and Equipment Improvements</b>	<b>PS/PW/ADM</b>	<b>CIP / Grants</b>	\$ 93,300	\$ 54,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 225,800
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	9,000	9,000	9,000			27,000
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	9,000	9,000	9,000			27,000
FY27-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	-	-	10,000	10,000	10,000	30,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	Grant	15,000					15,000
FY25 - Snow Plow & Spreader	Public Works	CIP	7,300					7,300
FY26 - Thermal Drone (UAS)	Public Safety	CIP/Grant		6,000				6,000
FY25-FY26 - Body Armor Replacement	Public Safety	CIP/Grant	6,000	1,500				7,500
FY25-FY26 - Holiday Snowflakes	Public Works	CIP	10,000	15,000				25,000
FY25-FY29 - Police Record Management System	Public Safety	CIP	27,000	3,500	3,500	3,500	3,500	41,000
FY24-FY28 - AXON Body Worn Camera System	Public Safety	WC	10,000	10,000	10,000	10,000		40,000
<b>Stormwater Improvements</b>	<b>Public Works</b>	<b>WC / CIP / Grant</b>	\$ 1,150,031	\$ 120,000	\$ -	\$ -	\$ -	\$ 1,270,031
FY26 - Stormwater - Green Solutions	Public Works	Grant						-
FY25 - Stormwater Implementation and Match	Public Works	Grant/WC	1,150,031	120,000				1,270,031
								-
<b>Streetscape and Infrastructure Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
FY28 - Signage and Gateway Beautification	Public Works	CIP				5,000	5,000	10,000
<b>Information Technology Improvements</b>	<b>Administration</b>	<b>CIP / WC</b>	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
FY25-FY27 - Staff Laptop Replacement	Administration	CIP	3,000	3,000	3,000	-	-	9,000
FY25-FY26 - Timed Parking Equipment	Administration	WC	5,500	5,500	-	-	-	11,000
<b>Total</b>			\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
<b>CIP Funds</b>	\$ 71,500	\$ 72,250	\$ 150,500	\$ 53,500	\$ 63,500	\$ 411,250
<b>Working Capital</b>	\$ 355,506	\$ 75,500	\$ 40,000	\$ 760,000	\$ -	\$ 1,231,006
<b>599 Funding (Capital)</b>	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
<b>DOJ BVP Grant</b>	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
<b>Other Grants</b>	\$ 935,025	\$ 68,000	\$ 600,000	\$ -	\$ -	\$ 1,603,025
<b>Total</b>	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Proposed Budget by Activity	FY25	FY26	FY27	FY28	FY29	5-Year Total
<b>Administration</b>	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
<b>Public Safety</b>	\$ 76,000	\$ 39,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 180,000
<b>Public Works</b>	\$ 1,289,531	\$ 178,000	\$ 760,000	\$ 795,000	\$ 55,000	\$ 3,022,531
<b>Total</b>	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031



Account	FY2025 Proposed Budget Mamie Davis Fund - Revenues	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
44030	Mamie Davis Fund Interest	\$ 500.00	\$ 256.20	\$ 500.00	\$ 251.76	\$ 256.00	1.7%	-48.8%	(244)
43030	Rentals	\$ -	\$ -	\$ -	\$ -	\$ -			-
	<b>Totals</b>	<b>\$ 500.00</b>	<b>\$ 256.20</b>	<b>\$ 500.00</b>	<b>\$ 251.76</b>	<b>\$ 256.00</b>	<b>1.7%</b>	<b>-48.8%</b>	<b>\$ (244)</b>

Account	FY2025 Proposed Budget Mamie Davis Fund - Expenses	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
7000	Capital Projects	\$ 5,000.00	\$ 5,250.00	\$ -	\$ -	\$ -			\$ -
	<b>Totals</b>	<b>\$ 5,000.00</b>	<b>\$ 5,250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>

<b>Fund Balance (6/30/2023)</b>	<b>\$ 6,498</b>
Capital Expense FY24	-
Revenue FY24	252
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 6,750</b>
Capital Expenses FY2025	-
Revenue FY25	256
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 7,006</b>

Account	FY2024 Proposed Budget E-Summons Fund - Revenues	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	\$ 12,000.00	\$ 14,026.52	\$ 11,500.00	\$ 14,651.92	\$ 15,250.00	4.1%	32.6%	3,750
	E-Summons Fund Interest	\$ -	\$ -	\$ -	\$ -	\$ -			-
	<b>Totals</b>	<b>\$ 12,000.00</b>	<b>\$ 14,026.52</b>	<b>\$ 11,500.00</b>	<b>\$ 14,651.92</b>	<b>\$ 15,250.00</b>	<b>4.1%</b>	<b>32.6%</b>	<b>\$ 3,750</b>

Account	FY2024 Proposed Budget E- Summons Fund - Expenses	FY2023 Adopted	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software Maintenance	\$ 1,750.00	\$ 793.00	\$ 4,300.00	\$ 4,900.00	\$ 5,600.00	14.3%	30.2%	1,300
61220	Operational Supplies	\$ 1,400.00	\$ 185.06	\$ 1,200.00	\$ 1,200.00	\$ 1,600.00	33.3%	33.3%	400
	<b>Totals</b>	<b>\$ 3,150.00</b>	<b>\$ 978.06</b>	<b>\$ 5,500.00</b>	<b>\$ 6,100.00</b>	<b>\$ 7,200.00</b>			<b>\$ 1,700</b>

<b>Fund Balance (6/30/2023)</b>	<b>\$ 37,354</b>
Expense FY24	6,100
Revenue FY24	14,652
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 45,906</b>
Expenses FY2025	7,200
Revenue FY25	15,250
<b>Fund Balance Estimate 6/30/2024</b>	<b>\$ 53,956</b>

**TOWN OF OCCOQUAN, VIRGINIA  
NOTICE OF TOWN COUNCIL PUBLIC HEARING**

**PROPOSED FISCAL YEAR (FY) 2025 BUDGET  
– MAY 7, 2024 –**

**PUBLIC HEARING TO SOLICIT COMMENT ON THE FOLLOWING:**

1. Proposed FY 2025 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town’s website at [www.occoquanva.gov](http://www.occoquanva.gov)

		<b>FY 2024 Budget</b>	<b>FY 2025 Proposed</b>
<b>GENERAL OPERATING FUND</b>	Revenues	1,316,017	1,408,258
	Expenses	1,316,017	1,408,258
<b>EVENTS FUND</b>	Revenues	300,625	313,285
	Expenses	234,281	238,726
<b>CIP FUND</b>	Revenues	2,020,502	1,374,031
	Expenses	2,020,502	1,374,031
<b>MAMIE DAVIS PARK FUND</b>	Revenues	500	256
	Expenses	-	-
<b>E-SUMMONS FUND</b>	Revenues	11,500	15,200
	Expenses	5,500	7,200

A public hearing on the proposed budget will be held on May 7, 2024, at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

**The Town Council of the Town of Occoquan, Virginia**



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> May 7, 2024
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve April 16, 2024, Town Council Meeting Minutes

**Staff Recommendation:** Recommend approval as presented.

**Proposed/Suggested Motion:**

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



**OCOCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 16, 2024**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges, Councilmembers Nancy Freeborne Brinton (remote), Cindy Fithian, Eliot Perkins, and Theo Daubresse

**Absent:** None

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Jason Forman, Deputy Chief of Police; Asma Rupani, Town Treasurer (remote)

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:00 p.m.

As a result of personal matters, Councilmember Freeborne Brinton attended remotely from Chattanooga, TN.

**2. CONSENT AGENDA**

- a. **Request to Accept April 2, 2024, Town Council Meeting Minutes**
- b. **Request to Adopt Resolution of Appreciation for Darby Leondra**

**Councilmember Perkins moved to approve the Consent Agenda. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.**

Mayor Porta asked for unanimous consent to move up on the agenda Item 4A the Request to Adopt Resolution of Appreciation for Marisela Rumberg. There being no objection, the item was moved up on the agenda.

**3. REGULAR BUSINESS**

- a. **Request to Adopt Resolution of Appreciation for Marisela Rumberg**

**Councilmember Fithian moved to adopt Resolution R-2024-03 recognizing Marisela Rumberg for sharing her time and talents with the Occoquan community through the design and installation of a mural on the LOVEwork at River Mill Park. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**4. PRESENTATIONS**

- a. **Treasurer's Report for February 2024**

Ms. Rupani provided a written report as part of the agenda packet.

Ms. Rupani noted that town staff has worked as a team to prepare summonses to delinquent Meals Tax owners and since the letters have gone out there have been responses to solve the delinquencies.

Vice Mayor Loges asked about the Accounts Receivable on the Balance Sheet being lower than at the same time in previous years.

Mr. Linn explained that part of that was the past due amount from the dredging grant payments totaling approximately \$237,000 that the town is anticipating to be paid soon.

**b. Resilient Stormwater Assessment – Final Report by Weston & Sampson**

Raed El-Farhan, Vice President from Weston & Sampson provided a presentation to the council of the final report on the Resilient Stormwater Assessment and responded to brief questions from the council.

**5. REGULAR BUSINESS**

**a. Request to Set Public Advertising for the FY 2025 Budgets and Tax Rates**

**Vice Mayor Loges moved to advertise the FY 2025 Real Estate Tax Rate at \$0.116 per \$100 of assessed value. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Perkins moved to advertise the FY 2025 Transient Occupancy Tax at 7 percent. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Perkins moved to advertise the FY 2025 Meals Tax Rate at 3.5 percent. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Perkins moved to advertise the FY 2025 Proposed Mamie Davis Fund budget of \$256 in revenue and \$0 in expenses. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Vice Mayor Loges moved to advertise the FY 2025 Proposed E-Summons Fund budget of \$15,200 in revenue and \$7,200 in expenses. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Fithian moved to advertise the FY 2025 Proposed Events Fund budget of \$313,285 in revenue and \$238,726 in expenses. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Freeborne Brinton moved to advertise the FY 2025 Proposed Operating Fund budget of \$1,408,258 in revenue and \$1,408,258 in expenses. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**Councilmember Daubresse moved to advertise the FY 2025 Proposed Capital Improvement Fund budget of \$1,374,031 in revenue and \$1,374,031 in expenses. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

**6. DISCUSSION ITEMS**

**a. Report on Planning Commission Strategic Planning Recommendations to Town Council**

Councilmember Perkins presented a report on the Planning Commission’s Strategic Planning Recommendations to the council. The report made recommendations on a Trail Town program, Parking and Transportation, Green Improvements, Beautification and Public Art, Business Support and Recruitment, and Cross-Cutting recommendations.

The Council agreed to consider the recommendations.

**b. Report on Riverwalk Expansion from RESC**

Mayor Porta indicated that the Riverwalk Expansion Special Committee met for the last time on Monday and that as discussed in the meeting a few additions were being added to report. Mayor Porta advised that the Riverwalk Expansion Report will be moved to a future council meeting.

**7. CLOSED SESSION**

**Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving: discussion or consideration of the acquisition of real property for a public purpose; specifically involving private property located in the Town and outside the Town, because discussion in an open meeting would adversely affect the Town’s bargaining position or negotiating strategy. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.**

The Council went into closed session at 9:25 p.m.

The Council came out of closed session at 9:50 p.m.

**Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and**

**(2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Fithian. The motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins, and Councilmember Fithian

**Nays:** None

## **8. ADJOURNMENT**

The meeting was adjourned at 9:55 p.m.

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Philip Auville, Town Clerk





# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

**TOWN MANAGER**  
Adam C. Linn, J.D.

**TO:** The Honorable Mayor and Town Council

**FROM:** Adam C. Linn, Town Manager

**DATE:** May 7, 2024

**SUBJECT:** Administrative Report

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This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

## Administration

### Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023 Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly every April, July, October and January.

### Capital Tiers

➤ **Continuing to Investigate Opportunities to Expand Public Parking Facilities:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time. Staff will continue to explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- Flood Protection Study (CFPF Grant) - UPDATED: In April 2022, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor collected and analyzed data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 28<sup>th</sup>, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25<sup>th</sup>. The field team was able to inspect and collect data on most stormwater BMPs in the Town. Minimal follow up field work was completed in late October. The contractor met

with Town staff in December to review the modeling and in January to review initial results and recommendations. On April 16<sup>th</sup>, the contractor presented the final report to the Town Council. The contractor is currently making minor edits and readying to submit the final report and deliverables and close out the project by June 2024.

- Stormwater Improvements (Community Project Funding) – UPDATED: On March 17<sup>th</sup>, 2023, Town staff submitted an application to Congressperson Spanberger’s office for the FY2023 Community Project Funding Program to fund remediation to the Town’s stormwater system. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. Town staff have been working with the Congresswoman’s staff on the EPA’s updated grant guidance to finalize proposed grant activities. Town staff is expecting to hear of the funding status over the summer.
- Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation) – UPDATED: The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. The first component, dredging, was completed as of February 24, 2023. The second component will use the remainder of the \$325,000 grant to address a stormwater issue on Commerce Street. After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff for components 1 and 2. On February 6<sup>th</sup>, 2024, Town Council accepted the grant. On April 19<sup>th</sup>, 2024 the Town was reimbursed for the first component. On April 16<sup>th</sup>, 2024, the Town closed an RFQ for the second component with 1 bidder. Staff is currently working with VDOT on permitting and anticipates repairing the pipes under Commerce Street in early summer.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project – UPDATED: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8<sup>th</sup>, 2023 meeting, the Town Council authorized the Mayor to create and appoint members to a committee, the Riverwalk Expansion Special Committee (RESC), that will evaluate and report on the next steps for the project. The committee met twice in 2023 and four times in 2024. The last meeting was held on April 15<sup>th</sup> at which the Committee approved its report to Town Council for May 2024. Additionally, the Town’s application to MWCOG’s Transportation Land-Use Connections (TLC) program was denied in early April. Preliminary engineering and design of the Riverwalk expansion is currently included in the FY 2025 Proposed Capital Improvements Program.

➤ **Developing/Promoting Town as a Trail Junction:**

- Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission’s initial recommendations were presented to Town Council at its April 16<sup>th</sup> meeting.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation

regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/ dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County's Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. Town staff are waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk.

- Occoquan Greenway (VDOT TAP Grant Project): In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff again met with the contractor in early February to discuss modifications and met in March to discuss the ability of vehicles to turn onto Ellicott from Mill Street. Town is awaiting the contractor's submittal of the conceptual designs to VDOT. Staff were advised that construction start dates will begin sometime in 2026. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Town Signage Updates - UPDATED: In mid-December, the welcome signs on Commerce Street and Tanyard Hill Road and the wayfinder at Mamie Davis Park were installed. Installation of the remaining sign at River Mill Park is expected in early May 2024.
- Gateway Landscaping Improvements - UPDATED: Landscaping improvements at the town's gateways are underway with completion by mid-May. Improvements include new mulch beds, planters, native plantings, and lighting.



➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- 170 Mill Street EV Charging: At the December 5<sup>th</sup>, 2023, Town Council meeting, Greenspot JC, LLC was granted a franchise to install two (2) Level 2 electric vehicle (EV) charging stations at the Town parking lot at 170 Mill Street on the corner of Mill and Washington Streets. Installation will occur within the next year. Town staff have accepted the engineering plans and Greenspot is currently bidding out the project and preparing for permitting.

- EV Charging (CFI Grant): Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law.
- Glass Recycling - NEW: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After reviewing placement options, the County has decided to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot. The purple bin is expected to be put into service by Summer 2024. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Enhancing Timed Parking Program Education and Enforcement:**

- Town staff will continue to monitor opportunities for increasing education on and optimizing enforcement of the Timed Parking Program. For more on the most up-to-date information on the Timed Parking Program, please visit: [www.occoquanva.gov/timed-parking-3/](http://www.occoquanva.gov/timed-parking-3/).

➤ **Implementing Public Safety Projects:**

- The Occoquan Police Department has placed into service two (2) Ford Intercept Hybrid SUVs and all patrol officers are equipped with Body Worn Cameras (BWC), having received training on their proper use.

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades: In January 2024, a new water heater was installed in the RMP bathhouse. Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Town staff met with FCWA in March and FCWA has informed the Town that it will be making physical improvements to the property to alleviate drainage issues, including a drop outlet to divert water away from the Park. Town staff and FCWA staff will meet after pipe construction is completed to assess any further improvements that may be needed.
- River Road Storage: In December, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. A gate was installed in February and further fencing upgrades are planned for this year.
- LOVE Sign Mural Update - UPDATED: On April 24<sup>th</sup>, 2024, the Town held a ribbon cutting and dedication ceremony for the new LOVEwork mural, created by Darby Leondra. The mural depicts Occoquan across all four seasons and will remain in place for multiple years.

### Operating Tiers

➤ **Personnel Recruitment, Retention, and Succession Planning**

- Events Personnel Planning: Town staff are currently engaging in a months-long planning process to assess and reorganize the Town's Events Office in order to best

meet the Town's present and future events needs and goals.

- Volunteer Program – UPDATED: The Events Office has launched a new volunteer program for the Town, including onboarding and scheduling in order to recruit and retain more volunteers. The program also offers expanded opportunities for volunteers across more Town events and projects. **To sign up for volunteer opportunities with the Town, please visit [www.occoquanfestivals.com/volunteer](http://www.occoquanfestivals.com/volunteer).**

➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership - UPDATED: At the December 5th, 2023 Town Council meeting, the Town Council approved an agreement with Visit Occoquan, the marketing and tourism non-profit that is succeeding the Occoquan Business Partners as the hub for Occoquan's business community. The agreement is the foundation of future events, marketing, and business support coordination between the Town and Visit Occoquan. Town staff is currently working with Visit staff on the renewal of the agreement for FY 2025.

➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive - UPDATED: In mid-February the Town Events Office started an inaugural events sponsorship drive. The new initiative builds off last year's sponsorship breakfast to expand to new potential partners by creating a robust engagement schedule. Town staff held a Community Partnership Breakfast on March 26, 2024, at Town Hall. **If interested in becoming a sponsor, you can find more information at [occoquanfestivals.com/sponsor](http://occoquanfestivals.com/sponsor).**

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet – UPDATED: Town staff have moved to the implementation phase for creating an intranet for Town staff that will replace the existing shared physical drive system with a cloud-based, collaborative intranet, utilizing existing Microsoft 365 products. Completion of the new system is anticipated by the end of the fiscal year.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next meeting will be on July 9<sup>th</sup> at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.

➤ **Development of a Capital Asset Maintenance Program**

- Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority.

➤ **Development of a Business Recruitment Program**

- Staff are currently in the research and planning phase for this priority. The Planning Commission has completed preliminary strategic planning related to Economic Development and Business Recruitment and reported to Town Council on the matter at the April 16<sup>th</sup> Town Council meeting.



## Capital and Maintenance Project Updates:

These are updates on existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

- Mill Street Water Issue - UPDATED: Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Town staff currently plan to replace the pipe in May 2024 with a new, more flexible material and asphalt lining to reduce water flow issues. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues - UPDATED: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. VDOT is planning on removing part of the road surface and installing drainage pipes to move the water from under the roadway. Remediation is planned for May 6<sup>th</sup> and 7<sup>th</sup> subject to weather. Town staff will continue to monitor the situation.

## Development Project Updates:

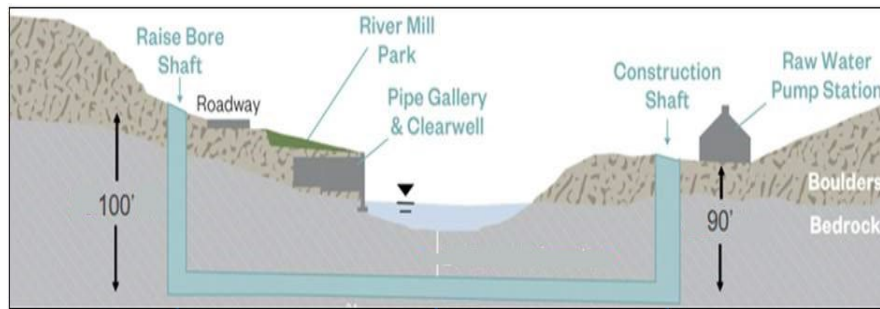
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan - UPDATED: The Mill at Occoquan project's revised site plan has been submitted and second round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March. However, due to the need for asbestos removal and the return of an active osprey nest, demolition is not expected until Fall 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal.
- 406 McKenzie Drive Subdivision - UPDATED: Owners of 406 Mackenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners. A meeting with the Town Engineer was held in April. Town staff is currently awaiting a response on next steps from the owners.

## Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and around the town, including updates on deadlines and administrative projects.

- Fairfax Water Construction: The boring project under the Occoquan River has been completed. The installation of new pipes and connections has started. Completion of the project is expected by summer of 2024. To stay up to date on construction, please sign up for AlertOccoquan at [www.occoquanva.gov/living-here/alertoccoquan](http://www.occoquanva.gov/living-here/alertoccoquan). Below is a rendering of the project:



- Auto Decal Enforcement: All vehicles regularly garaged in the Town of Occoquan are subject to the vehicle license fee. The auto decal is used as proof of payment of that fee and a new one is required to be placed on car windshields each year in mid-November. In order to ensure compliance with the tax, the Occoquan Police Department has begun an enforcement campaign and will be ensuring all regularly garaged vehicles have the proper and current auto decal. **If you have paid the fee but not received an auto decal for 2024, please contact Town staff immediately at [info@occoquanva.gov](mailto:info@occoquanva.gov). If you have not paid the fee for 2024, please submit an application with payment to Town Hall or apply online at [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/).**
- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5<sup>th</sup>, 2023 while the latter were due on March 1, 2024.** All delinquent accounts have received mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).
- Mill Ruins Signage Update – NEW: In response to frequent trespassing in the area, Town staff replaced and expanded signage at the old mill ruins behind the Mill House Museum. New, more visible signage and enforcement are meant to deter any trespassing, including fishing, in the area in order to preserve the ruins and limit littering. As a reminder, fishing is not permitted in the ruins area, in River Mill Park, or on the town dock and riverwalk.

## Treasurer Report - Supplemental Information

The March 2024 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of March 31, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	2 months	4/25/2024
AMAYA STUDIOS LLC	2 months	4/25/2024
APIARY MARKET	2 months	4/25/2024
BABBANME LLC DBA RIVERSIDE	2 months	3/15/2024
BANN THAI OLD TOWN LLC	2 months	4/25/2024
CRAVE KANGEN LLC	2 months	4/25/2024
ECOGLO DETAILING	2 months	4/25/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 2 months	1/8/2024
ROCKLEDGE MANSION	2 months	4/25/2024
TALENT ACQUISITION CONCEPTS	2 years, 2 months	4/25/2024
THE SECRET JEWELRY GARDEN	2 months	4/25/2024

\*Business closed as of August 2023

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/ Status
BABBANME LLC	10 months	1/29/24
BANN THAI	5 months	1/29/24/Filed Nov 23 - Feb 24
BAR-J CHILLI PARLOR	1 month	4/25/2024
BLACK MAGIC	6 months	4/25/2024
GRIND N CREPE LLC	1 month	4/25/2024
THIRD BASE LLC	1 month	4/25/2024

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 2 months	1/30/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 2 months	1/30/2024	103 WASHINGTON ST
BEAUTIFUL FUTURE PROPERTIES LLC	3 months	1/30/2024	308 MILL ST
CAO VINCENT MARTIN	3 months	1/30/2024	1437 OCCOQUAN HTS CT
GOLDEN TIMOTHY JAMES	3 months	1/30/2024	104 W LOCUST ST
INTERNATIONAL PEACE MISSION INC	3 months	1/30/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	3 months	1/30/2024	209 WASHINGTON ST
RYBA MICHAEL L & DOURRIA F SURV	3 months	1/30/2024	1606 SEBRING CT



SALES JR FREDERICK	3 months	1/30/2024	1521 COLONIAL DR #203
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Meals Tax by Fiscal Year			
Month	FY22	FY23	FY24
July	27,749	28,956	30,936
August	25,668	27,894	31,014
September	24,585	25,730	26,989
October	24,952	24,180	24,819
November	17,803	19,372	21,381
December	17,838	18,277	16,922
January	11,337	16,646	17,293
February	16,871	17,348	23,541
March	20,264	20,379	22,732

## Engineering

**Town Density and Accessory Dwellings – update from last report** – staff working with Planning Commission to identify options for density and accessory dwellings.

**FEMA Flood Insurance Rate Map (FIRM) – no change from last report:** Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Letter of Final Determination (LFD) is scheduled for 3/26/24. That will start the 6-month adoption period and the map is slated to be effective on 9/26/24. Meeting with FEMA scheduled for 3/7/24 to review final steps in process. Code revisions still likely.

**River Mill Park drainage – update from last report:** staff to set meeting with Fairfax County Water Authority to review options to modify park surface – awaiting response from FCWA to complete river crossing construction, then will set meeting.

**Electrical Vehicle (EV) charging station grant – no change from last report:** staff reviewing options.

**Rivertown Overlook Project – no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.

**Mill at Occoquan – no change from last report:** Site plan submitted 6/4/22, with Town and VDOT comments provided to Applicant’s engineer on 7/19/22. Revised site plan submitted on 5/25/23. All agency and Town comments returned to Applicant’s engineer by 6/26/23. Approval not recommended at this time. Application for demolition of boat storage structure approved 2/27/24.

### State Local Fiscal Recovery Funds (SLFRF):

- **Playground Structure in River Mill Park – no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
- **Community Flood Preparedness Fund (CFPF) Flood Protection Study – update from last report:** Resiliency Plan grant consultant presented to Town Council 4/16/24. Final report to DCR by June 2024.

**FCWA River Crossing Construction – no change from last report:** Project continuing.

**Ellicott Sidewalk Extension Project – no change from last report** – Meeting on 2/5/24 with revisions to accommodate requests from previous meeting (truck traffic turning movements at Mill Street, avoidance of fence removal on Union Street, accommodation of storm conveyance along Union). Project construction now tentatively scheduled for FY2026.

### Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22; second submission 5/25/23, comments provided 6/26/23
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into two parcels	Comment letter sent to applicant on Nov. 27, 2023. Met applicant and engineer on 4/11/24. Applicant contemplating subdivision into more than 2 lots.

## Zoning

**IMPORTANT NOTICE:** On June 6, 2023, Town Council amended the Zoning Code to grant the Zoning Administrator the authority to make modifications from the Code with respect to certain physical requirements on lots. As such, a new list of zoning modification requests has been added to this section of the report. Residents can learn more about zoning modifications at [www.occoquanva.gov/government/zoning-land-development-and-building](http://www.occoquanva.gov/government/zoning-land-development-and-building).

A. The following is a list of **zoning reviews** from April 1 to April 30, 2024:

	Zoning Application #	Property Address	Activity
1	IAP2024-007	104 W Locust St	Replace Range and Water Heater
2	TZP2024-012	404 McKenzie Dr	Home Demo
3	TZP2024-013	113 Poplar Lane	Home Remodel
4	TZP2024-014	125 Mill St, Unit 11	New Business
5	TZP2024-015	262 Gaslight Landing	Replace air compressor
6	TZP2024-016	125 Mill St, Unit 4	Moving Business Locations

B. The following is a list of **zoning modification requests** from April 1 to April 30, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from April 1 to April 30, 2024:

	Property Address	Violation #	Violation	Town Action
1	402 Mill Street	OCV-2024-004	Refuse; Zoning; COA	Courtesy notice emailed on 3/28/24; NOV sent certified and regular on 4/9/24; partial abatement on 4/19/24 - moved dumpsters and trailer, dragon sculpture remaining
2	204 Ellicott Street	OCV-2024-006	COA	From prior ARB denial of COA and denial of appeal by TC; NOV mailed certified and regular on 4/30/24 with courtesy email on 5/1/24

D. The following is a list of **active/previous violations** from April 1 to April 30, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	New NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23; owner given 45 days, until 11/13/23 to respond to Town and abate violations; no abatement or response by 11/13/23; email and call giving final opportunity sent on 11/20/23; no response as of 11/30/23; Referred to Town Attorney on 12/4/23

## Building and Property Maintenance

**Building:** The Building Official monthly permit report as well as the building code violation reports provided by Prince William County are attached.

For more information on building permits and building code violations go to <https://www.pwcva.gov/department/building-development-division>.

**Property Maintenance:** The Property Maintenance monthly report provided by Prince William County is attached.

Starting in July 2023, Prince William County now provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding signage, yard, and landscaping concerns, should be filed with the Prince William County Neighborhood Services at [www.pwcva.gov/department/neighborhood-services](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.



### Monthly Departmental Goals:

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

### OPD Division Reports:

#### Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

In the month of April, all OPD Officers completed their spring firearms qualifications.

The OPD received 1 complaint which was ruled “unfounded” against one of its officers within the Department during the month of April.

#### Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk.

Officers continued to use DMV Grant enforcement funds for impaired driving, pedestrian safety, and speed to reduce crashes and promote safe vehicular and pedestrian traffic movement within the Town as well as in support of safer roads within Fairfax and Prince William Counties.



Special Operations Division



The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, the Homeland Security and Emergency Management (HSEM) Unit, Marine Patrol Unit, Bicycle Patrol Unit and UTV Patrol Unit.

SOD Officers began staffing the OPD boat on weekends when river activity is high. Special enforcement patrols were completed during the month of April focused on illegal fishing.

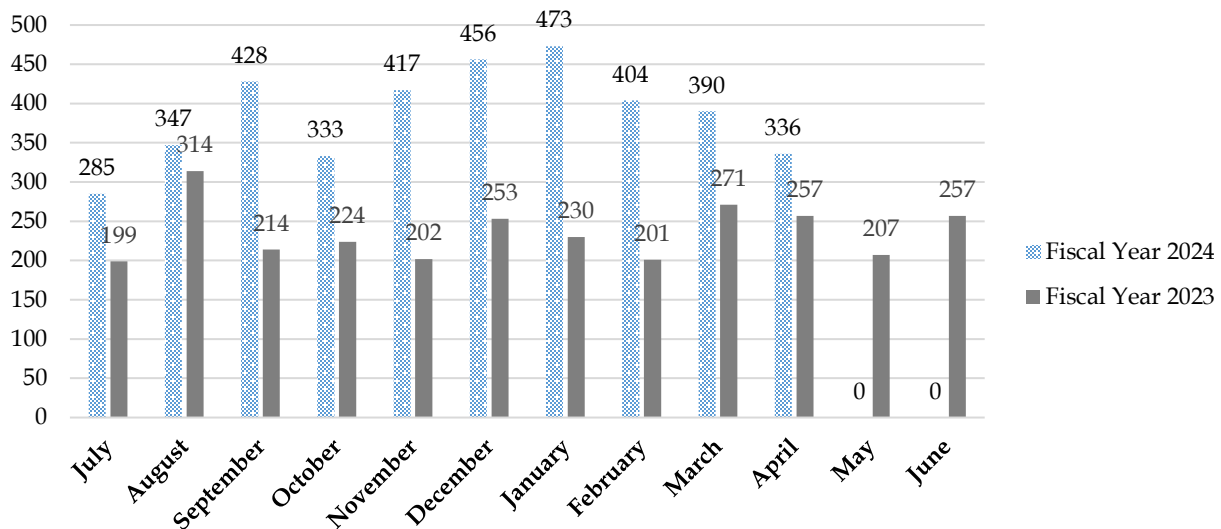
The OPD participates monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

**Patrol and Enforcement Activities:**

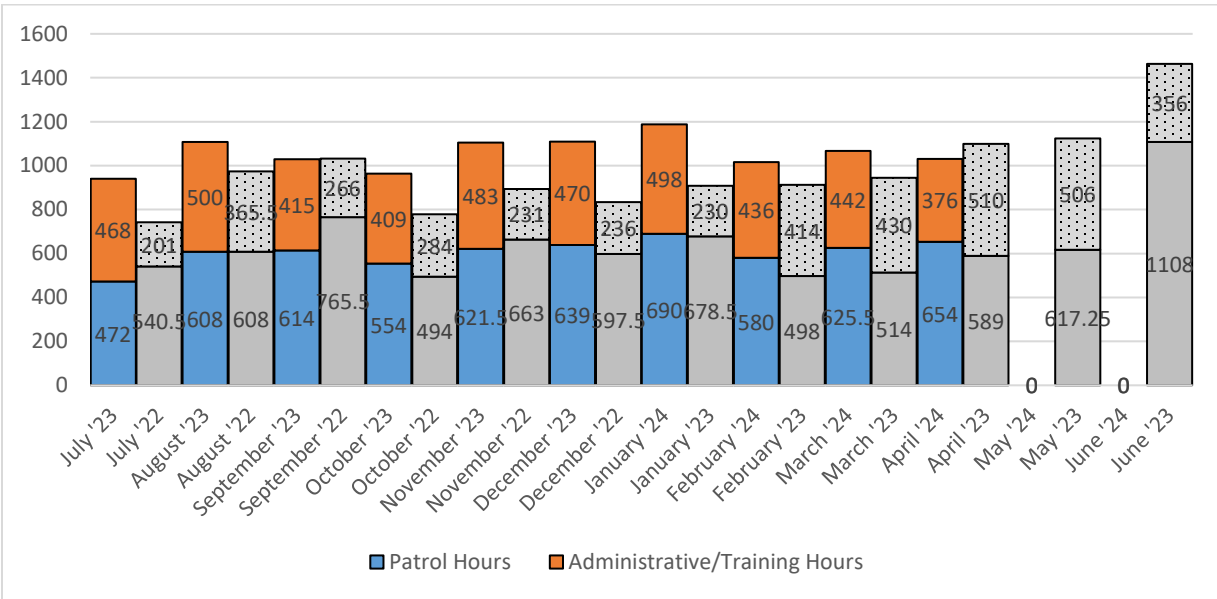
For the month of April, Police had 151 calls for service, with 14 vehicle crash calls, 13 disabled vehicles/motorist assist calls, 12 suspicious person/vehicle/circumstance calls, 10 trespassing calls, 9 parking complaint calls, 8 disorderly calls, 7 medical/mental health calls, 7 illegal fishing calls, 4 animal control calls, 3 embezzlement arrests, 2 alarm calls, 2 driving impaired arrests, 2 larceny call, 2 boating safety calls (sinking boat & boat fire), 1 drunk in public arrest, 1 recovered stolen vehicle, 1 fleeing and eluding call, 1 roadway obstruction calls, 1 robbery in progress call, 1 drug arrest, 1 person with gun call, 1 warrant service, multiple service/assist calls, and made 8 custodial arrests, issued 336 traffic summonses, 152 parking violations, and 94 warnings.

Officers also engaged in 162 business checks and 214 park checks during the month of April.

Traffic Summonses FYTD (GRAPH)



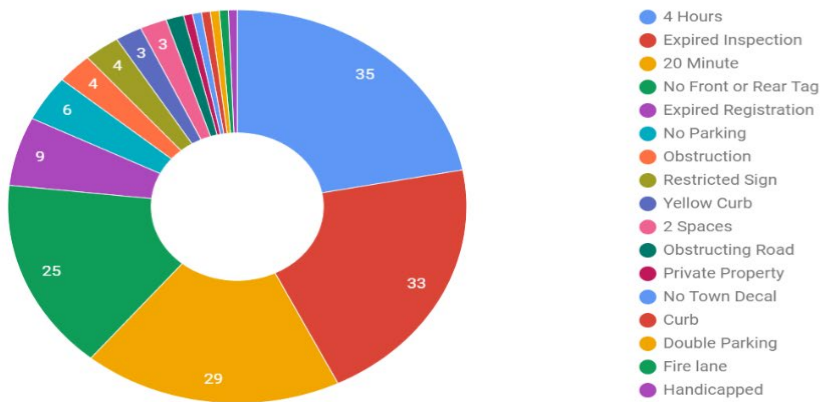
### Patrol/Administrative/Training Hours FYTD (GRAPH)



### Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	32	2
August	87	2
September	113	6
October	20	3
November	40	1
December	57	8
January	109	6
February	73	4
March	113	4
April	152	7

Occoquan VA - Tickets By Violation (Apr. 2024)



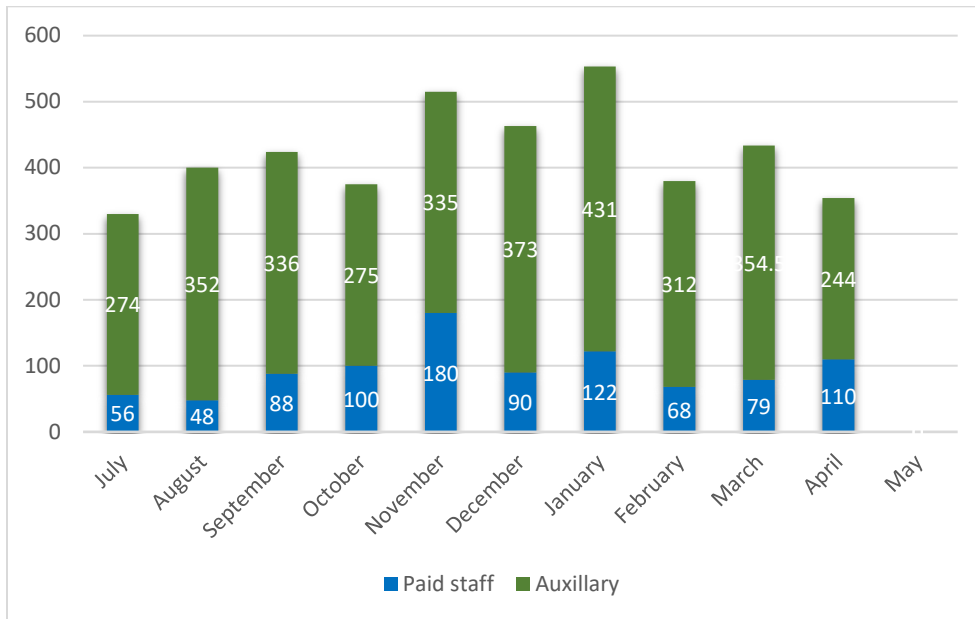
Data as of 5/1/2024, 12:00:00 AM





Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 4,228 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.





Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	16	24	3	15	4
August	18	0	4	26	1
September	0	0	0	0	0
October	4	8	0	0	1
November	2	0	0	0	0
December	1	0	0	0	2
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	22	2	12	16	3
<b>FY Total</b>	<b>63</b>	<b>34</b>	<b>19</b>	<b>57</b>	<b>11</b>
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	1	8		1	1
August	4	48		0	2
September	0	32		0	0
October	8	0		0	1
November	0	0		0	0
December	0	0		0	0
January	0	16		0	0
February	0	4		0	0
March	0	0		0	0
April	0	2		0	0
<b>FY Total</b>	<b>13</b>	<b>110</b>		<b>1</b>	<b>4</b>
UTV Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	18		0	0
October	8	0		4	0
November	32	0		6	1
December	42	0		1	1
January	240	0		0	0
February	240	2		1	2
March	240	2		0	0
April	60	0		0	0
<b>FY Total</b>	<b>862</b>	<b>22</b>		<b>10</b>	<b>4</b>

## Public Works

### Routine Activities

The Public Works Department engages in the following regular maintenance activities:

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street			X		Until no longer needed

## Public Works Highlights (April 2024)

- Continued spring cleaning and landscaping projects
  - Painted traffic box at 123 and Commerce intersection
  - Finished hardscaping at LOVEwork
  - Started Union Street bed improvements, adding benches and planters
- Installed new signage at the mill ruins to deter trespassing and damage to the historic ruins
- Installed new mural at LOVEwork
- Coordinated with and assisted Eagle project at Tanyard Hill Park, repairing and realigning park trails

## Special Public Works Projects

Projects In-Progress: 10      Projects Completed: 7

Below is an updated list of maintenance activities with statuses updated as of April 30, 2024:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Repair and Paint Town Hall Eaves	In progress		Moved to FY25 CIP; Summer 2024
Paint Annex	In progress		Moved to FY25 CIP; Summer 2024
<b>Craft Show and Events Support</b>			
RiverFest Preparations	In progress		Repainting numbers; evaluating and installing signage
<b>Landscaping</b>			
Seed and aerate town parks	Not started		Summer/Fall 2024
Improvements at Tanyard Hill and Old Bridge	Paused		Incorporate into 2025 planning
Union Street Bed Improvements	In progress		New benches and planters; relocated planter from RMP; May 2024
Spring Mulching and Planting	In progress		Mulching completed in April; Plantings in May 2024
Improvements at 123 and Commerce	In progress		Elevated boxes and lighting installed; traffic box painted; plantings in May 2024
Hardscaping stairs at LOVE sign	Completed	4/22/2024	
<b>Park Maintenance</b>			
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning

Project	Status	Completion Date	Notes
River Mill Park Signage Update	In progress		Installed scheduled for early May 2024
Removal of RMP Sign	Completed	4/12/2024	
Support Eagle Project at Tanyard Hill Park	Completed	4/20/2024	
<b>Public Art/Historic Markers</b>			
Install New Mural Surfacing	Completed	4/23/2024	
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Moved to FY25 CIP Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
New Mill Ruins Signage	Completed	4/22/2024	
<b>Streets, Sidewalks, and Parking</b>			
Repair/Replace Mill Street Pipe	In progress		mid-May 2024
Remove debris from RMP manhole	Completed	4/1/2024	
Paint Ellicott Curb	Completed	4/13/2024	
Seasonal Brick Repair and Replacement	Completed	4/19/2024	
<b>Spring Cleaning</b>			
Repair Dogwoods on TH Bricks	Not started		Spring 2024
Powerwash Town Hall	Not started		Spring 2024
Repair/Paint Town Hall Steps	Not started		Spring 2024
Powerwash Gaslight Landing Riverwalk	Not started		Spring 2024
Clean and Paint Gaslights	In progress		Spring 2024

**Brick Installation and Maintenance Projects**

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Status	Notes
Brick Repairs – HOD-wide	Completed	Problem areas in HOD addressed; another seasonal review will occur next spring and on a complaint basis

## Events and Community Development

### Trivia Night

The annual Trivia series in River Mill Park begins this month. Up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. Games begin at 6:30pm. The Trivia Bar will be operated this season by Occoquan nonprofits, Visit Occoquan, Inc. and Patriots for Disabled Divers. The bar opens at 5:30pm and runs until "last call" before the last round of questions. Food options this year include mobile ordering to a variety of in-town restaurants. Eateries will deliver food to the park. Rain dates for each game are slated for the Sunday following the original date. More information is at [www.visitoccoquanva.com/trivia](http://www.visitoccoquanva.com/trivia).

- [2024 Trivia Schedule](#)  
Friday, May 10: Let's Get Quizzical!  
Friday, June 14: To Quiz or Not to Quiz  
Friday, July 12: The Wonderful World of Quizney  
Friday, August 9: Risky Quizness  
Friday, September 13: The Spanish Inquisition  
Friday, October 11: Quiz Pro Quo

### Music on Mill

Our summer concert series in River Mill Park begins this month. Bands perform once monthly from 7-9 pm in River Mill Park. More information is at [www.visitoccoquanva.com/music](http://www.visitoccoquanva.com/music).

- [2024 Music on Mill Schedule](#)  
Saturday, May 18 - Mystery Machine DMV  
Saturday, June 15 - Hand Painted Swinger  
Saturday, July 20 - 257<sup>th</sup> Army Band  
Saturday, August 17 - Side Piece

### RiverFest & Craft Show, June 1 & 2

#### Arts & Crafts

More than 250 makers and creators will fill the streets of town the first weekend of June. Festival visitors can shop for everything from accessories to wood crafts, and literally everything in between.

#### Whatever Floats Your Boat Parade

For the 2nd year, paddlers design and decorate a non-motorized vessel-be it raft, canoe, inflatable, kayak, or rowboat-and launch at Occoquan Regional Park and paddle along the coastline of town to Occoquan's footbridge to be judged. The parade can be viewed on the footbridge or Town Dock by 11am on Saturday. [Sign up](#) to participate.

#### 16<sup>th</sup> Annual Duck Splash

Occoquan non-profit Patriots For Disabled Divers is hosting its annual Duck Splash fundraiser on Sunday, June 2 at 12:00pm. [Sponsor a duck online here.](#)

#### Boat Tours

Exclusively during the weekend of RiverFest & Craft Show, Carefree Boat Club is offering an intimate 45-minute pontoon boat tour through our Occoquan waterway. Tours start at 12:00pm on Saturday and 1:00pm on Sunday. More information and [tickets available here.](#)

#### Beer Garden and Sip & Stroll

The Beer Garden with live concerts starts at 12:00pm both days in River Mill Park. This spring, the

Mill Street Draft Garden will be serving up pours to savor. Additionally, visitors will be able to sip on their favorite alcoholic beverage while they shop throughout the event.

### Conservation Alley

Located in the center of town, Conservation Alley will be packed with family fun, crafts, delicious eats, beer, music, and plenty of love for the natural world. Kids can journey with Junior Passport, where kids can earn a free Conservation Alley sticker badge while learning simple ways to protect our wildlife and water. The two family friendly shows at Town Hall over the weekend include: Reptile World on Saturday and Bird in the Hand Owl Show on Sunday. Info and [tickets available here](#).

### WEEKEND SCHEDULE

#### SATURDAY, June 1

10am-5pm -- Arts & Crafts  
10am-5pm -- Conservation Alley  
11am-12pm -- Whatever Floats Your Boat Parade  
12pm-4pm -- Boat Tours on the River  
12pm-4pm -- Hand Painted Swinger in River Mill Park  
12pm-5pm -- Beer Garden in River Mill Park  
1pm & 3pm -- Reptile World at Town Hall

#### SUNDAY, June 2

10am-5pm -- Arts & Crafts  
10am-5pm -- Conservation Alley  
12pm-1pm -- 16th Annual Duck Splash  
12pm-4pm -- Ashleigh Chevalier Band in River Mill Park  
12pm-5pm -- Beer Garden in River Mill Park  
1pm & 3pm -- Bird in the Hand Owl Show at Town Hall  
1pm-4pm -- Boat Tours on the River

More RiverFest information can be found at [occoquantfestivals.com](http://occoquantfestivals.com). Sign up to volunteer [here](#).

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 03/31/2024**

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 03/31/2024 Unaudited
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000	\$ -	\$ 100,000
<b>Prepaid Items</b>	\$ -	\$ -	\$ -
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 36,123	\$ 8,114	\$ 44,237
<b>Assigned:</b>			
<b>Events Fund</b>	\$ 88,024	\$ 15,292	\$ 103,316
<b>CIP Fund*</b>	\$ 26,843	\$ (15,360)	\$ 11,483
<b>Public Safety Grant Fund</b>	\$ 14,283	\$ 11,822	\$ 26,105
<b>Mamie Davis Park Fund</b>	\$ 6,498	\$ 147	\$ 6,645
<b>PEG Fund</b>	\$ 1,955	\$ -	\$ 1,955
<b>Subtotal Assigned:</b>	\$ 137,603	\$ 11,902	\$ 149,505
<b>Unassigned:</b>			
<b>Emergency Operating Fund</b>	\$ 200,000	\$ -	\$ 200,000
<b>Other Unassigned</b>	\$ 44,858	\$ 771,791	\$ 816,648
<b>Subtotal Unassigned:</b>	\$ 244,858	\$ 771,791	\$ 1,016,648
<b>Total Fund Balance:</b>	<b>\$ 518,583</b>	<b>\$ 791,807</b>	<b>\$ 1,310,391</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 658,340	\$ (658,340)	\$ -
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\*CIP amounts paid with HB 599 grant are shown in Public Safety Grant

# Town of Occoquan

## Budget vs. Actuals

July 2023 -March 2024

	Actual	Annual Budget	Over Budget	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>				
40010 Real Estate	288,005	288,769	(764)	99.74%
40020 Meals Tax	219,548	357,641	(138,093)	61.39%
40030 Sales Tax	34,370	40,000	(5,630)	85.92%
40040 Utility Tax	29,436	31,000	(1,564)	94.95%
40050 Communications Tax	22,872	33,000	(10,128)	69.31%
40060 Transient Occupancy Tax	31,803	21,000	10,803	151.44%
40070 Peer-to-Peer Vehicle Tax	1,313	-	1,313	
<b>Total 40000 TAXES</b>	<b>627,347</b>	<b>771,410</b>	<b>(144,063)</b>	<b>81.32%</b>
<b>41000 FEES/LICENSES</b>				
		3,000	(3,000)	0.00%
41010 Vehicle License	10,374	11,000	(626)	94.31%
41020 Business Licenses	89,516	79,140	10,376	113.11%
41030 Late Fees	2,824	1,500	1,324	188.24%
41040 FINES (PUBLIC SAFETY)	339,911	349,830	(9,919)	97.16%
41100 Administrative Fees	9,638	8,500	1,138	113.39%
41120 Service Revenue - Eng	2,235	14,000	(11,765)	15.96%
41130 Service Revenue - Legal		10,000	(10,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	843	-	843	
<b>Total 41000 FEES/LICENSES</b>	<b>455,926</b>	<b>477,470</b>	<b>(21,544)</b>	<b>95.49%</b>
<b>42000 GRANTS</b>				
	-			
42010 LITTER	2,085	1,329	756	156.88%
42020 HB 599	20,541	26,821	(6,280)	76.59%
42021 NHSTA (DMV)		15,375	(15,375)	0.00%
<b>Total 42021 NHSTA (DMV)</b>	<b>7,364</b>	<b>15,375</b>	<b>(8,011)</b>	<b>47.89%</b>
42030 SLFRF	506,588	-	506,588	
42040 PEG	156	-	156	
42103 Virginia Dept of Fire Programs	-	-	-	
<b>Total 42000 GRANTS</b>	<b>536,734</b>	<b>43,525</b>	<b>493,209</b>	<b>1233.16%</b>
<b>43000 RENTALS</b>				
43020 River Mill Park	1,750	3,000	(1,250)	58.33%
43030 Mamie Davis Park Rental	1,500	1,500	-	100.00%
43040 200 Mill Street Lease	(1,157)	7,613	(8,770)	-15.19%
<b>Total 43000 RENTALS</b>	<b>2,093</b>	<b>12,113</b>	<b>(10,020)</b>	<b>17.28%</b>
<b>44000 OTHER</b>				
44005 Insurance Proceeds	2,134			
44010 General Fund Interest	20,922	10,200	10,722	205.12%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	-		-	



44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	7,369	1,000	6,369	736.90%
<b>Total 44000 OTHER</b>	<b>30,426</b>	<b>11,500</b>	<b>18,926</b>	<b>264.57%</b>
<b>Total Income</b>	<b>1,652,525</b>	<b>1,316,018</b>	<b>336,507</b>	<b>125.57%</b>
<b>Gross Profit</b>	<b>1,652,525</b>	<b>1,316,018</b>	<b>336,507</b>	<b>125.57%</b>
<b>Expenses</b>				
Total 60000 PERSONNEL SERVICES	484,946	734,673	(249,727)	66.01%
Total 60400 PROFESSIONAL SERVICES	98,614	174,325	(75,711)	56.57%
Total 60800 INFORMATION TECH SERV	32,054	40,092	(8,038)	79.95%
Total 61200 MATERIALS AND SUPPLIES	24,557	31,125	(6,568)	78.90%
Total 61600 OPERATIONAL SERVICES	5,524	10,172	(4,648)	54.31%
Total 62000 CONTRACTS	82,001	122,135	(40,134)	67.14%
Total 62400 INSURANCE	29,369	40,300	(10,931)	72.88%
Total 62800 PUBLIC INFORMATION	2,540	4,036	(1,496)	62.92%
Total 63200 ADVERTISING	713	7,640	(6,927)	9.33%
Total 63600 TRAINING AND TRAVEL	10,296	16,510	(6,214)	62.36%
Total 64000 VEHICLES AND EQUIPMENT	42,278	30,050	12,228	140.69%
Total 64400 SEASONAL	10,984	11,700	(716)	93.88%
<b>64700 FACILITIES EXPENSE</b>				
Total 64800 TOWN HALL	9,417	12,624	(3,207)	74.60%
Total 65200 MILL HOUSE MUSEUM	66	6,500	(6,434)	1.01%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	6,972	3,190	3,782	218.56%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	12,943	19,318	(6,375)	67.00%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	1,351	3,350	(1,999)	40.33%
Total 67600 TANYARD HILL ROAD PARK	-	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	-	-	-	
Total 68000 FURNACE BRANCH PARK	-	-	-	
Total 68400* STREETS AND SIDEWALKS	-	2,800	(2,800)	0.00%
Total 68800 HISTORIC DISTRICT	5,568	20,600	(15,032)	27.03%
<b>Total 64700 FACILITIES EXPENSE</b>	<b>36,318</b>	<b>70,882</b>	<b>(34,564)</b>	<b>51.24%</b>
<b>69200 SPECIAL EVENTS</b>				
69210 HolidayFest	-	-	-	
69220 Volunteer TY / Town Party	-	-	-	
69290 Other Special Events	-	-	-	
<b>Total 69200 SPECIAL EVENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>860,193</b>	<b>1,293,640</b>	<b>(433,447)</b>	<b>66.49%</b>
<b>Net Operating Income</b>	<b>792,332</b>	<b>22,378</b>	<b>769,954</b>	
<b>Net Income</b>	<b>792,332</b>	<b>22,378</b>	<b>769,954</b>	

<b>CIP FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
42000 GRANTS	-	1,372,157.75	(1,372,158)	0.00%
42030 SLFRF	151,751	538,079	(386,328)	28.20%

42103 Virginia Dept of Fire Programs	8,851		8,851	
42120 DCR	67,369	84,903	(17,534)	79.35%
<b>Total 42000 GRANTS</b>	<b>227,971</b>	<b>1,995,139</b>	<b>(1,767,168)</b>	<b>11.43%</b>
44000 OTHER				
44060 Other	22,726	9,000	13,726	252.51%
<b>Total 44000 OTHER</b>	<b>22,726</b>	<b>9,000</b>	<b>13,726</b>	<b>252.51%</b>
<b>Total Income</b>	<b>250,697</b>	<b>2,004,139</b>	<b>(1,753,442)</b>	<b>12.51%</b>
<b>Gross Profit</b>	<b>250,697</b>	<b>2,004,139</b>	<b>(1,753,442)</b>	<b>12.51%</b>
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Operating Income</b>	<b>250,697</b>	<b>2,004,139</b>	<b>(1,753,442)</b>	<b>12.51%</b>
<b>Expenses</b>				
<b>64000 VEHICLES AND EQUIPMENT</b>				
64050 Equipment and Tools	-			
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>-</b>			
<b>Other Expenses</b>				
<b>70000 CIP EXPENSE</b>	<b>-</b>			
70001 Streetscape	35,434	45,000	(9,566)	78.74%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements		-	-	
70005 Building Improvements	20,126	68,000	(47,874)	29.60%
70006 Stormwater Management	162,089	1,806,073	(1,643,984)	8.97%
70012 Street Lights	1,712			
70014 Timed Parking Equipment	3,588	5,500	(1,912)	65.24%
72006 Riverwalk Improvements		26,204	(26,204)	0.00%
74001 Vehicles & Equipment	50,697	66,000	(15,303)	76.81%
74003 Body Armor	936	4,725	(3,789)	19.81%
74005 Police Radios	193	-	193	
<b>Total 70000 CIP EXPENSE</b>	<b>274,776</b>	<b>2,031,502</b>	<b>(1,756,726)</b>	<b>13.53%</b>
<b>Total Other Expenses</b>	<b>274,776</b>	<b>2,031,502</b>	<b>(1,756,726)</b>	<b>13.53%</b>
<b>Net Other Income</b>	<b>(274,776)</b>	<b>(2,031,502)</b>	<b>1,756,726</b>	<b>13.53%</b>
<b>Net Income</b>	<b>(24,079)</b>	<b>(27,363)</b>	<b>3,284</b>	<b>88.00%</b>

<b>E SUMMONS FUND</b>
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	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
<b>41000 FEES/LICENSES</b>				
<b>41040 FINES (PUBLIC SAFETY)</b>				
41170 E-Summons	12,927	11,500	1,427	112.41%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>12,927</b>	<b>11,500</b>	<b>1,427</b>	<b>112.41%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>12,927</b>	<b>11,500</b>	<b>1,427</b>	<b>112.41%</b>
<b>Total Income</b>	<b>12,927</b>	<b>11,500</b>	<b>1,427</b>	<b>112.41%</b>
<b>Gross Profit</b>	<b>12,927</b>	<b>11,500</b>	<b>1,427</b>	<b>112.41%</b>
<b>Expenses</b>				
<b>60800 INFORMATION TECH SERV</b>				
60860 Hardware/Software & Maintenance	4,395	4,300	95	102.21%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>4,395</b>	<b>4,300</b>	<b>95</b>	<b>102.21%</b>

<b>61200 MATERIALS AND SUPPLIES</b>				
61220 Operational supplies	418	1,200	(783)	34.79%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>418</b>	<b>1,200</b>	<b>(783)</b>	<b>34.79%</b>
<b>Total Expenses</b>	<b>4,812</b>	<b>5,500</b>	<b>(688)</b>	<b>87.50%</b>
<b>Net Operating Income</b>	<b>8,114</b>	<b>6,000</b>	<b>2,114</b>	<b>135.24%</b>
<b>Net Income</b>	<b>8,114</b>	<b>6,000</b>	<b>2,114</b>	<b>135.24%</b>

<b>EVENTS FUND</b>
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	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>				
41160 Convenience Fees	4,952	5,875	(923)	84.29%
<b>Total 41000 FEES/LICENSES</b>	<b>4,952</b>	<b>5,875</b>	<b>(923)</b>	<b>84.29%</b>
<b>42000 GRANTS</b>	5,872	6,000	(128)	97.87%
<b>44000 OTHER</b>				
44020 Events Fund Interest	22	1,200	(1,178)	1.82%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	1,297	1,275	22	101.75%
<b>Total 44000 OTHER</b>	<b>1,319</b>	<b>2,475</b>	<b>(1,156)</b>	<b>53.30%</b>
<b>47000 EVENTS REVENUE</b>				
47010 Sponsorships	13,233	42,500	(29,267)	31.14%
47020 Booth Rentals	102,135	160,375	(58,240)	63.68%
47021 Ticket Sales	8,937			
47022 HolidayFest		600	(600)	0.00%
47023 River Mill Park	2,820	11,000	(8,180)	25.64%
<b>Total 47021 Ticket Sales</b>	<b>11,757</b>	<b>11,600</b>	<b>157</b>	<b>101.35%</b>
47030 Shuttle Fees	45	60,500	(60,455)	0.07%
47040 Parking Space Sales	4,550	8,900	(4,350)	51.12%
47060 Merchandise	353	3,000	(2,647)	11.78%
47100 Cost Share Reimbursement	1,066	-	1,066	
<b>Total 47000 EVENTS REVENUE</b>	<b>133,139</b>	<b>286,875</b>	<b>(153,736)</b>	<b>46.41%</b>
<b>Total Income</b>	<b>145,282</b>	<b>301,225</b>	<b>(155,943)</b>	<b>48.23%</b>
<b>Gross Profit</b>	<b>145,282</b>	<b>301,225</b>	<b>(155,943)</b>	<b>48.23%</b>
<b>Expenses</b>				
<b>Total 60000 PERSONNEL SERVICES</b>	<b>42,039</b>	<b>84,531</b>	<b>(42,492)</b>	<b>49.73%</b>
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>11,646</b>	<b>17,600</b>	<b>(5,954)</b>	<b>66.17%</b>
<b>Total 60800 INFORMATION TECH SERV</b>	<b>1,362</b>	<b>1,200</b>	<b>162</b>	<b>113.54%</b>
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>8,037</b>	<b>18,025</b>	<b>(9,988)</b>	<b>44.59%</b>
61630 Postal Services	292	-	292	
<b>Total 62000 CONTRACTS</b>	<b>26,137</b>	<b>75,125</b>	<b>(48,988)</b>	<b>34.79%</b>
<b>Total 63200 ADVERTISING</b>	<b>20,910</b>	<b>24,875</b>	<b>(3,965)</b>	<b>84.06%</b>
<b>Total 64400 SEASONAL</b>	<b>144</b>			
<b>64700 FACILITIES EXPENSE</b>				
Total 66800 RIVER MILL PARK & FACIL	449	600	(151)	74.83%
<b>Total 64700 FACILITIES EXPENSE</b>	<b>449</b>	<b>600</b>	<b>(151)</b>	<b>74.83%</b>
<b>69200 SPECIAL EVENTS</b>				

69210 HolidayFest	8,064	2,675	5,389	301.47%
69240 Annual Tree Lighting	182		182	
69220 Volunteer TY / Town Party	1,617	1,575	42	102.67%
69250 River Mill Park Events	2,332	4,850	(2,518)	48.09%
69290 Other Special Events	6,778	3,225	3,553	210.16%
<b>Total 69200 SPECIAL EVENTS</b>	<b>18,974</b>	<b>12,325</b>	<b>6,649</b>	<b>153.95%</b>
<b>Total Expenses</b>	<b>129,990</b>	<b>234,281</b>	<b>(104,291)</b>	<b>55.48%</b>
<b>Net Operating Income</b>	<b>15,292</b>	<b>66,944</b>	<b>(51,652)</b>	<b>22.84%</b>
<b>Net Income</b>	<b>15,292</b>	<b>66,944</b>	<b>(51,652)</b>	<b>22.84%</b>

<b>MAMIE DAVIS PARK</b>
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	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
<b>44000 OTHER</b>				
44030 Mamie Davis Park Interest	147	500	(353)	0
<b>Total 44000 OTHER</b>	<b>147</b>	<b>500</b>	<b>(353)</b>	<b>0</b>
<b>Total Income</b>	<b>147</b>	<b>500</b>	<b>(353)</b>	<b>0</b>
<b>Gross Profit</b>	<b>147</b>	<b>500</b>	<b>(353)</b>	<b>0</b>
<b>Net Operating Income</b>	<b>147</b>	<b>500</b>	<b>(353)</b>	<b>0</b>
<b>Other Expenses</b>				
<b>70000 CIP EXPENSE</b>				
72005 Mamie Davis Park Renovations		-	-	
<b>Total 70000 CIP EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Income</b>	<b>147</b>	<b>500</b>	<b>(353)</b>	<b>0</b>
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>791,807</b>	<b>68,459</b>	<b>723,348</b>	<b>12</b>

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of March 31, 2024

	Total		Change
	As of Mar 31, 2024	As of Mar 31, 2023 (PY)	
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	0	0	0
10022 Checking Account 0058	174,648	103,082	71,566
10024 Money Market 4220	200,696	236,417	-35,721
10029 Checking Account 3126	45,797	65,032	-19,235
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	424,495	611,337	-186,842
<b>Total 10034 VIP - Investment Pool</b>	<b>424,495</b>	<b>611,337</b>	<b>-186,842</b>
10082 Mamie Davis Savings 4201	2,260	2,049	211
10083 Mamie Davis CD	100,000	100,000	0
<b>Total Bank Accounts</b>	<b>947,995</b>	<b>1,118,016</b>	<b>-170,021</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	430,026	108,051	321,975
<b>Total Accounts Receivable</b>	<b>430,026</b>	<b>108,051</b>	<b>321,975</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	13,246	3,212	10,033
<b>Total Other Current Assets</b>	<b>13,246</b>	<b>3,212</b>	<b>10,033</b>
<b>Total Current Assets</b>	<b>1,391,267</b>	<b>1,229,280</b>	<b>161,987</b>
<b>TOTAL ASSETS</b>	<b>1,391,267</b>	<b>1,229,280</b>	<b>161,987</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	29,741	50,851	-21,110
<b>Total Accounts Payable</b>	<b>29,741</b>	<b>50,851</b>	<b>-21,110</b>
<b>Credit Cards</b>			
22000 Credit Cards			0
22010 ExxonMobil	1,309	1,285	24
22020 Home Depot	0	73	-73
22030 Lowe's Proservices	1,045	0	1,045
22040 United Bank Credit Cards	3,701	6,426	-2,725
<b>Total 22000 Credit Cards</b>	<b>6,055</b>	<b>7,784</b>	<b>-1,729</b>

Total Credit Cards	6,055	7,784	-1,729
<b>Other Current Liabilities</b>			
20935 Performance Bond	1,188	32,309	-31,121
20940 Unearned Craft Show Rev	33,550		33,550
20941 Show (deleted)	0	19,774	-19,774
20942 Parking Fee (deleted)	0	1,800	-1,800
<b>Total 20940 Unearned Craft Show Rev</b>	<b>33,550</b>	<b>21,574</b>	<b>11,976</b>
20960 Unearned Other Revenue			0
20970 Unearned Rental	250	950	-700
20973 Unearned SLFRF Revenue	0	718,612	-718,612
<b>Total 20960 Unearned Other Revenue</b>	<b>250</b>	<b>719,562</b>	<b>-719,312</b>
20980 Unearned R.E. Tax	2,577	771	1,806
21100 Unearned Fire Dept Grant	7,516	0	7,516
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	-96	96
<b>Total 21200 Payroll Liabilities</b>	<b>0</b>	<b>-96</b>	<b>96</b>
<b>Total Other Current Liabilities</b>	<b>45,080</b>	<b>774,119</b>	<b>-729,039</b>
<b>Total Current Liabilities</b>	<b>80,877</b>	<b>832,754</b>	<b>-751,878</b>
<b>Total Liabilities</b>	<b>80,877</b>	<b>832,754</b>	<b>-751,878</b>
<b>Equity</b>			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
<b>Total 30000 Nonspendable</b>	<b>0</b>	<b>0</b>	<b>0</b>
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	36,123	24,059	12,064
<b>Total 31000 Restricted</b>	<b>136,123</b>	<b>124,059</b>	<b>12,064</b>
31400 Assigned			0
30030 Events Fund	88,024	25,000	63,024
30040 CIP Fund	26,843	101,000	-74,157
31050 Public Safety Grant Fund	14,283	14,283	0
31060 Mamie Davis Park Fund	6,498	11,492	-4,994
31070 Public Education Grant Fund	1,955	1,776	180
<b>Total 31400 Assigned</b>	<b>137,603</b>	<b>153,551</b>	<b>-15,948</b>
31500 Unassigned			0
30010 Emergency Operating Fund	200,000	187,861	12,139
30020 Unrestricted	44,858	0	44,858
<b>Total 31500 Unassigned</b>	<b>244,858</b>	<b>187,861</b>	<b>56,997</b>
32000 Retained Earnings	0	0	0
Net Income	791,807	-68,944	860,752
<b>Total Equity</b>	<b>1,310,391</b>	<b>396,526</b>	<b>913,865</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,391,267</b>	<b>1,229,280</b>	<b>161,987</b>

Tuesday, Apr 30, 2024 07:49:20 AM GMT-7 - Accrual Basis

**Town of Occoquan - Permit Report  
April 2024**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2024-00722	114 COMMERCE ST	Replace/repair, roofing, rafters and two walls, install replacement windows, add door and install garage doors. Rewire garage - separate permit	Building	Issued	R - Alteration/Repair	10/05/2023	
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Issued	R - Alteration/Repair	10/17/2023	
BLD2024-01108	301 COMMERCE ST	Adding new Free Standing Deck on top of existing coffee and food service shop	Building	Pending	C - Addition		
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
GAS2024-01281	128 EAST COLONIAL DR	added 12 feet of gas line to existing gas connection.	Gas	Finalized	R - Alteration/Repair	03/06/2024	03/13/2024
BLD2024-04194	404 MCKENZIE DR	home demolition	Building	Issued	Demolition	04/07/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
UGS2024-00180	126 MILL ST	Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Storage Tanks	Issued	C - Alteration/Repair	04/03/2024	
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Finalized	C - Alteration/Repair	03/24/2023	03/19/2024
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2024-04888	402 MILL ST	Interior renovation and repair of walls and modification of layout for better retail presentation.	Building	Pending	C - Alteration/Repair		
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2024-03071	458 MILL ST	Install Freestanding Post & Panel Sign	Building	Issued	C - Sign	03/04/2024	
ELE2024-02971	1402 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 5.46 kW. Addition of 1 0-30A circuit.	Electrical	Finalized	R - Alteration/Repair	12/18/2023	02/27/2024
BLD2024-00407	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
ELE2024-00664	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Electrical	Pending	R - Alteration/Repair		
BLD2024-04811	1435 OCCOQUAN HEIGHTS CT	Replacing decking boards on deck and 1 damaged joist	Building	Finalized	R - Alteration/Repair	03/28/2024	04/18/2024
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Finalized	R - New Single Family Dwelling	03/01/2022	03/28/2024
ELE2024-00242	109 POPLAR LN	New underground electrical service of 400amps	Electrical	Finalized	R - New Single Family Dwelling	07/19/2023	03/28/2024
GAS2024-00465	109 POPLAR LN	New gas installation	Gas	Finalized	R - New Single Family Dwelling	10/04/2023	03/28/2024
MEC2023-02547	109 POPLAR LN	NEW PREFAB FIREPLACE	Mechanical	Finalized	R - New Single Family Dwelling	06/28/2023	03/28/2024
MEC2024-00433	109 POPLAR LN	NEW HVAC	Mechanical	Finalized	R - New Single Family Dwelling	09/01/2023	03/28/2024
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Finalized	R - New Single Family Dwelling	12/16/2022	03/28/2024
PLB2024-00433	109 POPLAR LN	reconnect sanitary sewer and water service	Plumbing	Finalized	R - New Single Family Dwelling	08/24/2023	03/28/2024
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	
ELE2024-05167	113 POPLAR LN	basement remodel master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	



Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2024-01516	113 POPLAR LN	1- Fireplace 30k 1- Gas log set 25k 1- Gas Water heater 48k 1- Gas Manifold 1" - 3/4" - 1/2" 1- Gas Range 36k 2- Gas Dryer 25k	Gas	Issued	R - Alteration/Repair	04/16/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
BLD2024-00930	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Building	Issued	R - Alteration/Repair	12/05/2023	
ELE2024-04533	184 WASHINGTON ST	ELECTRICAL FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Electrical	Issued	R - Alteration/Repair	03/12/2024	
PLB2024-01841	184 WASHINGTON ST	PLUMBING FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Plumbing	Issued	R - Alteration/Repair	03/12/2024	
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Finaled	C - Tenant Layout	06/17/2022	03/15/2024
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Finaled	C - Tenant Layout	11/28/2022	02/22/2024
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Finaled	C - Tenant Layout	11/28/2022	02/22/2024

Development Project

**END OF REPORT**

Town of Occoquan - Open BCE Case(s)

April 2024

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
BCE2024-00740	202 WASHINGTON ST 101 OCCOQUAN VA 22125	POSSIBLE WORK W/O PERMIT TO INCLUDE STANDPIPE & WATER SUPPLIES FOR WASHER/DRYER (SEE OCC2024-00916)	Violation Issued	4/23/24	Crisler, Brian	BCrisler@pwcgov.org
BCE2024-00740	202 WASHINGTON ST 101 OCCOQUAN VA 22125	POSSIBLE WORK W/O PERMIT TO INCLUDE STANDPIPE & WATER SUPPLIES FOR WASHER/DRYER (SEE OCC2024-00916)	Violation Issued	4/23/24	Crisler, Brian	BCrisler@pwcgov.org

END OF REPORT

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 04/15/2024**

*\*Counts business days only.*

**Town of Occoquan**

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
105 RIVER RD	<a href="#">BDM2024-00392</a> Closed - Unfounded	03/29/2024	04/22/2024	16	Keaveny, Christopher	8 people in the house, 5 adults, 3 children, there is a front and back door but mainly see them leave through front door. there are a minimum of 5 cars that consistantly park here and then at least 1 other card parked here multiple times a week. orange rav4 9279 BBK Grey versa tpj8101 blue civic TLT 2398 corrrola orange VY 3584 Grey civic TPJ 8709 and pretty regularly a white Civic TMC 6039					

**Total Number of Cases for Town of Occoquan: 1**

**Total Number of Addresses Affected: 1**

**Total Number of Violations Issued: 0**

**Total Number of Cases Closed : 1**

**Total Number Cases Closed with No Violation: 0**

**Total Number of Cases Still Open: 0**

**Total Number of Open Cases with Violations: 0**

**Average Number of Business Days Cases are Open This Town: 16.00**

**Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 16.00**

**Total Number of Cases with Pending Activities for this Town: 0**

**Total Business Days of Pending Activities for this Town: 0**

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 04/15/2024**

*\*Counts business days only.*

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**Total Number of Cases for All Towns Selected: 1**

**Summary by Case Status:**

Closed - Unfounded	<u>1</u>
	1

**END OF REPORT**

# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for May 6, 2024 Council Meeting  
Date: May 1, 2024

## NOT CONFIDENTIAL

This is a report on the non-confidential matters that my office has been working on for the Town since my previous written report to Council on March 25, 2024:

1. Advised as to tax enforcement options.
2. Followed up on sign ordinance enforcement.
3. Consulted with staff regarding zoning enforcement strategy.
4. Delivered a template for Riverwalk deeds of easement.
5. Advised as to timing for legal advertisements for budget, appropriation, fees, and taxes.
6. Advised as to the potential impact of *Sheetz v. El Dorado County*, a recent US Supreme Court case.
7. Consulted with staff regarding a rate increase from Bates for waste hauling.



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> May 7, 2024
<b>10A: Request to Adopt Police Week 2024 Proclamation</b>	

**Attachments:** a. Proclamation

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to proclaim Sunday, May 12, 2024, through Saturday, May 18, 2024, as Police Week in the Town of Occoquan.

**Staff Recommendation:** Recommend approval of the attached proclamation as presented.

**Proposed/Suggested Motion:**

"I move to adopt the Police Week 2024 proclamation."

OR

Other action Council deems appropriate.



# Proclamation

**WHEREAS**, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15th as Peace Officers Memorial Day and the week in which it falls as National Police week; and

**WHEREAS**, the members of the Occoquan Police Department work tirelessly to protect and serve our residents, businesses, and visitors, and keep our community safe; and

**WHEREAS**, police officers report for duty aware of the sacrifices they may be called upon to make and risk their lives each and every day to safeguard the public and enforce the laws of the Town and Commonwealth; and

**WHEREAS**, Virginia Police Week and Officers Memorial Day are opportunities to reflect upon the dedication and service of our police, honor officers who have fallen in the line of duty, and recognize the sacrifices made by the families of those officers and the families of those who continue to protect and serve our community.

**NOW, THEREFORE**, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim May 12-18, 2024 as

## POLICE WEEK

in the Town of Occoquan and urge the community to join in commemorating law enforcement officers, past and present, who have dedicated themselves to their community.

Adopted this 7th day of May 2024.

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Earnest W. Porta, Jr.    MAYOR  
On behalf of the Town Council of  
Occoquan, Virginia

ATTEST:

---

Philip Auville, Town Clerk



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>11. Discussion Items</b>	<b>Meeting Date:</b> May 7, 2024
<b>11A:</b> Report on Riverwalk Expansion from Riverwalk Expansion Special Committee	

**Attachments:** a. Riverwalk Expansion Report

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a discussion item on the Riverwalk Expansion Special Committee Report to Town Council. Report to be provided.

The report outlines the Committee’s recommendation for implementing the Riverwalk Vision Plan and expanding the existing Riverwalk, including the sections and features of the expanded Riverwalk, the potential costs, and the steps necessary to submit a competitive grant application.

**Background**

On November 8, 2023, Town Council authorized the Mayor to appoint and chair a Riverwalk Expansion Special Committee to plan the expansion of the Town’s Riverwalk. The Committee was also charged with completing a report on the matter by May 21, 2024.

Mayor Porta appointed Vice Mayor Loges, Councilmember Fithian, Councilmember Freeborne Brinton, Councilmember Daubresse, Councilmember Perkins, Town Manager Adam Linn, Town Resident and Planning Commissioner Bob Love, and Town resident Nick Roper, to the Committee. It met six (6) times to discuss and draft its report from Winter 2023 to Spring 2024.

**Staff Request:** Review and provide guidance as to how Town staff can assist in this process.





## RIVERWALK EXPANSION SPECIAL COMMITTEE (RESC)

May 7, 2024

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## **INTRODUCTION**

This report is the result of six months of effort on the part of the Town of Occoquan's Riverwalk Expansion Special Committee (RESC). The committee consisted of the entire Town Council, members of the town staff, and two members of the Occoquan community (see Attachment A for a list of committee members).

In October 2023, the Planning Commission delivered a report to the Town Council that provided a high-level business case and general next steps for the completion of the town's existing riverwalk. As a result of this report, the Town Council established the RESC and charged it with the responsibility of recommending a path forward for completion of the town's riverwalk. (See Attachment B for a general overhead view of a potential expansion of the riverwalk). Building upon the efforts and recommendation of the town's Planning Commission, the RESC met monthly beginning in November of 2023 and ending in April of 2024 (see Attachment C for meeting summaries). In the course of its meetings the committee examined the rationale for the expansion of the Riverwalk, identified the attributes of a Riverwalk that should be considered, decided which of those attributes are critical to the initial success of an expanded riverwalk in Occoquan, reviewed budgetary considerations, determined the priority order of riverwalk segments in any expansion project, and recommended expenditures in FY 2025 that would best position the town to seek external funding for completion of the riverwalk expansion project.

In this report the reader will find a discussion of the overall vision for the Riverwalk, the analysis conducted by the committee, and the committee's recommendations to the Town Council.

## **RIVERWALK VISION**

### **Town of Occoquan Comprehensive Plan**

The Town of Occoquan Vision 2026 Comprehensive Plan, dated December 7, 2021, outlined a vision for Occoquan's future growth that addressed the management of future development and redevelopment efforts, the maintenance and expansion of existing public facilities, and the likely need for additional programs in response to growth. By design, the Occoquan 2016-2026 Comprehensive Plan thus touches on a wide range of issues related to land use including transportation, housing and neighborhoods, parks and open space, community services, and economic development, as well as elements of community character and identity.

In developing the Comprehensive Plan, the Planning Commission requested that a cross-section of community business leaders, as well as members of the town staff, complete a survey in October of 2015. The survey asked participants to identify the strengths and weaknesses in the existing Occoquan Comprehensive Plan. Additionally, the survey asked respondents to identify both the top three land use issues then facing Occoquan, as well as the top three land use issues Occoquan would likely face five years into the future. Among the prominent results of the survey was the participants' expressed desire to capitalize on the river as a development asset, while also sustaining it as an environmental asset.

The Comprehensive Plan for 2026 envisioned many positive changes to Occoquan. These included completion of the town's riverwalk, the completion and implementation of a community plan, and the appropriate development of private properties to produce a comfortable and historic, yet modern environment for visitors and residents alike. Additionally, the plan envisioned zoning changes that would encourage a variety of restaurants and other businesses that would attract visitors from around the region. Continuation of a mixed-use business model in the historic/business district would allow for residents and business owners to live and work in a neighborhood partnership, while the Historic District and its buildings and infrastructure would be maintained and cared for in accordance with the Architectural Review Board's regularly-updated guidance documents. Occoquan 2026 thus envisioned a beautiful, successful, and vibrant town with a mix of uses.

Consistent with the expressed desire to capitalize on the Occoquan River as a town asset, the Comprehensive Plan highlighted the need to complete the town's riverwalk, which would significantly increase public access to the town's waterfront. The initial development of the town's riverwalk, behind Madigan's Waterfront Restaurant and the Riverwalk Shops complex, opened in the early 2000s, while the most recent expansion opened in 2015 behind the Gaslight Landing Community. From inception more than twenty years ago, town leaders envisioned a Riverwalk that would span the length of the town's waterfront, from underneath the Route 123 bridge to the Mill House Museum. In 2021, the Town Council approved special use permits for the Mill at Occoquan development at the northwestern end of town, which will involve a public access riverwalk along approximately 30 percent of the town's waterfront. The addition of this section of the riverwalk will allow the town to focus on future efforts to

complete the middle section, ultimately connecting the riverwalk from the canoe/kayak launch under the Route 123 bridge to the Mill House Museum.

### **The Riverwalk**

The vision for the riverwalk reflects a desire for the Historic District and its riverwalk to serve as the urban center for the Town of Occoquan, providing a unique destination and waterfront experience for residents and visitors to enjoy on a daily basis. As contemplated, the riverwalk will be an asset that provides waterfront viewing along its entire length, where diners, strollers, shoppers, and naturalists can emerge from various locations and form a diverse community that takes advantage of the variety of experiences that viewshed and physical access to the river provides. Additionally, with a number of venues and public spaces suitable for activities and events, it will also be a destination that offers a variety of entertainment opportunities for residents and tourists of all ages.

One overarching characteristic in the vision of the Riverwalk is the concept of placemaking. Placemaking inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking allows us to shape our public realm in order to maximize shared value. More than just promoting better urban design, placemaking facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution. Inclusion of appropriate placemaking projects in Occoquan would focus on creating attractive, engaging public spaces that foster social interaction and community engagement. Projects incorporating placemaking can improve the quality of life for residents by creating spaces that are welcoming and enjoyable to use. Beautifully designed public spaces can increase civic pride, promote social connections, and provide a sense of place and belonging. Such programs can additionally boost economic development by creating attractive and engaging public spaces.

### **Riverwalk Segments**

The anticipated riverwalk expansion consists of three segments; (a) the westernmost, consisting of the area behind the Mill House Museum between the Nathaniel Ellicott pedestrian bridge and the western end of the Mill at Occoquan property, (b) a middle section, consisting of the area between the eastern end of the Mill at Occoquan property and the western end of Gaslight Landing, and (c) the easternmost, consisting of the area between the eastern end of the riverwalk behind the Riverwalk Shop complex and the town canoe/kayak launch ramp.

## **ANALYSIS**

### **Background**

The Town of Occoquan's most recent fundamental transformation began with the devastation of Hurricane Agnes in 1972. Northern Virginia was one of the hardest hit areas in the Commonwealth of Virginia and Occoquan was in turn one of the hardest hit in the region. Threatened by the floodwaters of both a tributary stream that flows through town and the rising Occoquan River, first responders ordered the town's evacuation as the remnants of Hurricane Agnes arrived. Boats from a marina and coffins from a town funeral home floated through the flooded streets of the historic district. Just a few years later, after many of the businesses affected by Agnes had recovered, the remnants of Hurricane Eloise struck and the additional damage proved to be too much for some, who chose to move elsewhere rather than rebuild. After the repeated devastation, however, others saw an opportunity to transform the town into a different type of community for residents and visitors alike. Traditional business such as banks, gas stations, medical offices, hardware stores, groceries, and funeral homes gave way to small shops and restaurants transforming the town into a family- friendly place to live and a destination for those who wanted an alternative to the busyness of the surrounding area. Over time, town leaders also recognized the importance of the river to the health and growth of the town.

In the early years of the twenty first century the town council, in close cooperation with local landowners and business leaders, recognized the continuing importance of the Occoquan River to the town's future. Historically, the key to the town's industrial and commercial importance, the river could once again be an economic engine for the town through recreational and related social activities. Establishing a riverfront boardwalk for use by the residents and visitors was a key component of the Town Council's vision. Starting with the existing infrastructure left behind by the marina and the boardwalk associated with Madigan's Waterfront Restaurant, a public dock was established (2002 – 2006). Soon after, a local landowner established the Riverwalk Shops, a multipurpose building for businesses and apartments along the waterfront that would include a boardwalk connecting to the restaurant and public docks. The next decade saw the growth of Gaslight Landing, a Victorian style residential community, which occupied the space of the former marina. Included in the development was a public boardwalk connecting to the town docks.

The popularity of the boardwalk, which now extends from the Riverwalk Shops on the east end of town to the west end of Gaslight Landing, provides an alternative to Mill Street which is a busy vehicle and pedestrian area. Recognizing the importance of the boardwalk as an alternative to Mill Street and as a means to access the beautiful views along the river, the Town Council undertook the initiative to provide access to the river while extending the boardwalk to the Mill House Museum on the western edge of town. The establishment of the public kayak ramp under the Route 123 Bridge (eastern part of town) in 2020 and the development of The Mill at Occoquan, a multi-level condominium complex, adjacent to the Mill House Museum (expected to be completed by 2027/2028) will contribute to the public's access to the river's

scenery. With the completion of the Mill at Occoquan project, approximately 2/3 of the town's waterfront will adjoin a boardwalk. The Riverwalk Expansion Special Committee hopes to encourage completion of the remainder.

### **Rational/Benefits of Riverwalk Expansion**

The committee agreed that an important first step in considering any expansion of the existing riverwalk would be to identify a rationale for doing so and determine if such an expansion would indeed be to the net benefit of the town's residents and businesses. Ultimately, the committee agreed that the following items were the key benefits of expanding the riverwalk: (1) enhanced resident and community access to the river (both viewshed and physical), (2) enhanced economic vitality (sustain current businesses and attract diverse new businesses), and (3) enhanced opportunities for education and events. Each of these is discussed in more detail below.

1. *Community Access – Provide both viewshed and physical access to the Occoquan River*
  - a. *Viewshed Access – Shore Recreation*
    - i. The riverwalk would provide a daily recreational opportunity for the town's residents as well as visitors.
    - ii. Social spaces, seating options, and interpretive signage would all benefit both recreational strollers and shoppers
    - iii. Occoquan's riverwalk would provide an attractive direct connection to five existing and planned trail networks: the Potomac Heritage National Scenic Trail, the East Coast Greenway, U.S. Bike Route 1, the Gerry Connolly Cross-County Trail, and the Occoquan Greenway Trail. The first three of these already come through town and the completion of the riverwalk would enable moving the Potomac Heritage National Scenic Trail and the East Coast Greenway off of Mill and Commerce Streets, with their one-way restrictions, on to the riverwalk.
  - b. *Physical Access - Water Recreation (Watercraft, Fishing & Nature)*
    - i. The public dock at the east end of the historic district offers boaters from the Potomac River and elsewhere a place to tie up for the day (or to spend the night). From the dock they have easy walking access to any of the town's restaurants, shops, or local pubs. The riverwalk will give them an alternative to walking on Mill Street while still giving them access to the town's amenities.
    - ii. The canoe/kayak ramp at the east end of the riverwalk offers residents and paddlers an opportunity to access the riverwalk. In addition, the Mill at Occoquan will have a public canoe/kayak launch that will give watercraft users another option to enjoy our river and access the riverwalk.
    - iii. The Occoquan Bay National Wildlife Refuge is located just east of Occoquan. It is an oasis for migratory birds. Occoquan is just a short boat or car ride west of the Refuge. Naturalists would be able to walk along our riverwalk and enjoy the sights and sounds of local waterfowl.
    - iv. There is limited access to the river for fishing. The riverwalk could provide expanded access to the shoreline for people to fish. Additionally, just across the

river is Occoquan Regional Park which provides several places for people to enjoy their hobby. The river is home to white perch, striped bass, largemouth bass, crappie, yellow perch, flathead catfish, hickory shad, and channel catfish.

## 2. *Economic Vitality and Diversity*

- a. **Tourism Generally** – According to the World Travel and Tourism Council, experts project the travel and tourism industry to inject over two and a half billion dollars into the U.S. economy over the next ten years. Tourism is a significant economic force and knowing how it supports small businesses is essential to local communities. Economic benefits are usually regarded as the most important benefits of tourism and include increased employment opportunities, income generation, tax revenue and improved standard of living. Social benefits include the maintenance of traditional cultures, increased intercultural communication and understanding, improved social welfare, quality of life, improved shopping, and increased recreational opportunities. Tourism also has some disadvantages, of course. Short-term negative effects are related to the density of tourists' arrivals, traffic congestion, crowding, crime level, and other stressful factors. Despite such potential disadvantages, the advantages of tourism often far outweigh them.
- b. **Tourism and Small Towns** – Many studies reinforce the benefits of tourism on small towns, for example, the *Journal of Service Science and Management* Vol.2 No.2, June 2009 and *Humanities and Social Sciences Communications* volume 10, Article number: 137 March 2023. Small businesses in tourism-dependent areas benefit greatly from increased tourist spending. Visitors spend money in the community's businesses. Restaurants, retail stores, boutiques and businesses of all varieties have the potential to earn more when their community attracts tourists. As a result, everyone from business owners to employees will have more to spend within the local economy. In addition to generating revenue, tourism also promotes the local culture and heritage. When tourists spend money in a town or city, they're more likely to learn about the area's history, feel welcome, and return for future visits. Completing the riverwalk will entice visitors to town where they will contribute significantly to the economic base and reduce the overall tax burden on residents. Moreover, patronizing locally-owned businesses allows visitors to support the community itself. Occoquan has a number of restaurants, several pubs, artisan workshops, and boutique shopping establishments, all of which would benefit from the increased tourism an expanded riverwalk would bring.
- c. **Waterfront Development** – According to the Comprehensive Plan, there are several waterfront properties located within the Historic District that have potential for redevelopment and revitalization. Three issues are associated with the redevelopment of these properties, (1) connection to the Occoquan Riverwalk, (2) providing the necessary flexibility and incentives to make development economically viable, and (3) the actual zoning designation of the land. In particular, the town must specify how any future uses will link to the riverwalk. This is critical to ensure an adequate number of public access points and that building design considers and encourages the use of the riverwalk. Use type is critical in that uses should lend themselves to riverwalk activities.



If the town is silent on what kind of uses it would like to see, then it may lose an opportunity to influence the decision-making process.

### 3. *Education & Events.*

- a. Environmental Stewardship – Hands-on education is one of the most powerful tools and approaches for creating environmental awareness and stewardship. Environmental stewardship is on the rise. Today, a growing number of people are making informed choices in their daily lives, workplaces, and communities that are good for the environment, for their finances, and for overall quality of life. These actions are inspiring – and evidence of an emerging societal commitment to environmental stewardship. Environmental stewardship has always been part of the Town of Occoquan’s experience – we have a proud history of working cooperatively to protect and improve environmental quality. The riverwalk can serve as an important venue to enhance environmental education opportunities.
- b. Oasis – Just twenty miles from Washington, D.C., the riverwalk will give busy city residents seeking a quiet escape, a new destination in which to enjoy nature. The entire town of Occoquan has been designated as a bird sanctuary by the Virginia Department of Wildlife Resources. The pedestrian bridge (one of the few public viewing areas in town) offers a good opportunity to look for the locally common Mallard, Canada Goose, Belted Kingfisher, Great Blue Heron, Osprey, Ring-billed Gull, Herring Gull, Bald Eagle, and Cormorant. Additional waterfowl are visible during the winter. With the expansion of the riverwalk, resident and visiting nature enthusiasts will have a greater view of the river and the north bank.
- c. History – the town has much to offer in addition to retail operations and nature. The town has survived the founding of our country, experienced the transition from agrarian society to industrialization, the Civil War, fires, hurricanes and much, much more. Since the town’s origins in the eighteenth century, Occoquan has been a river town. The riverwalk can be used to tell Occoquan’s story. Whether shipping tobacco, grain, stone, or ice to the Federal City by barge or serving as a stop along the main north-south route on the east coast via the original 123 bridge (now the location of Occoquan’s pedestrian bridge), the town took advantage of its prime location on the Occoquan River. Tourists come from around the world to walk in the historic area, shop for paintings by local artists, eat at one of our more than a dozen restaurants, visit River Mill Park (once the site of a cotton mill), and try to catch a glimpse of our river. The town hosts a variety of events that include trivia nights, live music, artisan markets, river spring and fall festivals, to name a few (over 30 annually). The riverwalk will provide an expanded view of our river and will complement those existing events.

### **Attributes/Characteristics of a Successful Riverwalk**

After agreeing upon the rationale for expansion of the existing riverwalk, the committee considered the attributes or characteristics that would enable an expanded riverwalk to successfully support that rationale. The committee first discussed in general terms the various attributes or characteristics that make a riverwalk attractive. Key to the discussion of attributes

was the concept of placemaking, discussed in this report's introduction. General items discussed are outlined below.

1. *Environmentally Appropriate Lighting*

- Can be used to enhance public safety, provide continuity for the overall project or differentiate areas (e.g., an area where there is a water facing restaurant may have certain lighting on the riverwalk which is different than the lighting elsewhere).

2. *Multi-use Social Spaces*

- Creation of spaces that specifically provide places to congregate to listen to a presentation or a musician or accommodate a pop-up shop or food cart. Includes items like bump outs, bump ins, pocket parks, etc.

3. *Imaginative Seating Choices*

- Benches, steps, water-level platforms.

4. *Interpretive Signage*

- Provides opportunities to educate the public about the history and uses of the waterfront and the varied wildlife.

5. *Public Art*

6. *Varied Accessibility*

- Pedestrian accessibility to provide a transit alternative to car and pedestrian use of Mill Street; watercraft accessibility to provide a direct connection to the water; bicycle accessibility to provide a transit alternative to use of Mill Street; Americans with Disabilities Act (ADA) accessibility to ensure the riverwalk is wide enough and has suitable entrance and egress points to accommodate those with mobility limitations.

7. *Access Control*

- Aesthetically appropriate access control that both create continuity and differentiate and protect adjoining private property.

8. *Children's Areas*

- Specifically-designed elements that provide opportunities for children to play, learn, and enjoy that are out of the way of riverwalk traffic.

At the conclusion of discussion and deliberation the committee determined that the following attributes and characteristics are critical to the success of the expanded riverwalk.

- Riverwalk should at least match the 12 ft. width of the existing riverwalk.
- Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the town dock/Gaslight Landing section.
- Attractive, pedestrian-level lighting (not overhead lighting).
- 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.).
- Benches on the riverwalk for seating.
- Attractive architectural railings.
- Some interpretive signage (e.g. historical/naturalist).
- At least 2 ADA access points (could leverage existing or currently planned in "The Mill at Occoquan").
- Preservation of some shoreline for fishing activities.

- Expanded access for watercraft.
- Adequate waste receptacles.

The following items were considered but were not deemed so critical as to be initial requirements.

- Riverwalk width greater than 12 feet.
- Overhead decorative lighting.
- More than 3 additional social spaces.
- Imaginative seating designs.
- Artistic railings.
- Public art spaces/public art.
- More than 2 ADA access points.
- More than 2 additional non-ADA access points.
- Gated access points.
- Bicycle riding access points.
- Hand carry launch.
- Designated fishing area on riverwalk.
- Specific style of waste receptacles/receptacles that provide opportunities for artistic expression.
- Dedicated, designated child-specific areas.

## **BUDGETARY REQUIREMENTS**

The Committee discussed over several meetings cost estimates for the expansion of the riverwalk as well as potential sources of external funding. While these are, of course, only estimates using information readily available at the moment under current conditions, they do provide reasonable guidance on the amounts the town might be expected to contribute in matching funds for expansion of the riverwalk. After discussion, the committee agreed that pursuing approximately \$1.5 million in external funding, for example a Virginia Department of Transportation (VDOT), Transportation Alternatives Program (TAP) Grant would provide a reasonable opportunity for successfully securing external funds and would be appropriate in terms of the matching funds that might be required of the town. It is anticipated that the town would apply for a TAP grant at the start of FY 2026 (July 1, 2025). (See Attachment D for a summary cost estimate).

## **PRIORITIZATION OF SEGMENTS**

Understanding that the figure of \$1.5 million in external funding would not fund the entirety of an expanded riverwalk, the committee considered which of the three parts of the riverwalk (see the Riverwalk Segments subsection of the Riverwalk Vision earlier in this report) should receive priority attention. The committee agreed that the middle section (the area between the Mill at Occoquan and Gaslight Landing) and the easternmost section (the area between the existing riverwalk and the canoe/kayak launch ramp) should be considered jointly as the top priority,

with the area behind the Mill House Museum to be pursued at a later date upon further evaluation.

## **RECOMMENDATIONS FOR FY2025 EXPENDITURES**

Last, the committee examined the estimated costs of various items that the committee might wish to consider recommending the town incorporate in its FY 2025 budget in order to best position the town to pursue a TAP grant or other external funding in FY 2026. (See Attachment E for these cost estimates).

After discussion, the Committee agreed unanimously to recommend to the Town Council that \$110,000 be budgeted for FY 2025 to fund (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with barge, (4) Civil Design, (5) Architectural Design, and (6) contingency (40%). The committee recognizes that under current rules these funds will not be able to be counted as part of the town's match requirement if a TAP grant is ultimately received.

## **NEXT STEPS**

The committee agreed upon recommending the following next steps to the Town Council and staff:

1. Budget for FY 2025 in accordance with the recommendation of the committee.
2. Continue discussions with riparian property owners regarding easement conditions and access.
3. Plan the boundary survey, topographical survey, civil design, and architectural design and begin process at appropriate time.
4. Develop TAP grant application for submission by FY 2026 timetable.

## SUMMARY OF RESC RECOMMENDATIONS

1. Rationale for Riverwalk Expansion
  - a. Enhance resident and community access (both viewshed and physical access).
  - b. Enhance economic vitality (sustain current businesses and attract diverse new businesses).
  - c. Enhance education and events.
2. Critical Attributes for Successful Expansion of Riverwalk
  - a. Riverwalk should at least match the 12 ft. width of the existing riverwalk.
  - b. Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the town dock/Gaslight Landing section.
  - c. Attractive, pedestrian-level lighting (not overhead lighting).
  - d. 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.).
  - e. Benches on the riverwalk for seating.
  - f. Attractive architectural railings.
  - g. Some interpretive signage (e.g. historical/naturalist).
  - h. At least 2 ADA access points (could leverage existing or currently planned in “The Mill at Occoquan”).
  - i. Preservation of some shoreline for fishing activities.
  - j. Adequate waste receptacles.
3. Pursue TAP grant in FY 2026 cycle in approximate amount of \$1.5 million to fund construction of riverwalk between the Mill at Occoquan and Gaslight Landing and the eastern end of the existing riverwalk and the canoe/kayak launch ramp.
4. Budget \$110,000 in FY 2025 for (a) a boundary survey, (b) a topographical survey, (c) a geotechnical evaluation with barge, (d) civil design, (e) architectural design, and (f) contingency (40%).
5. Next Steps for Council and Staff
  - a. Budget \$110,000 for FY 2025 as noted above.
  - b. Continue discussions with riparian property owners regarding easements and access.
  - c. Plan activities and implement at appropriate time the items funded in the amount of \$110,000 for FY 2025.
  - d. Plan for submission of TAP grant during FY 2026 cycle.

**ATTACHMENT A**

**Riverwalk Expansion Special Committee (RESC) Members**

Earnie Porta (Mayor)

Jenn Loges (Vice Mayor)

Theo Daubresse (Council Member)

Cindy Fithian (Council Member)

Nancy Freeborne-Brinton (Council Member)

Eliot Perkins (Council Member)

Bob Love (Community Member)

Nick Roper (Community Member)

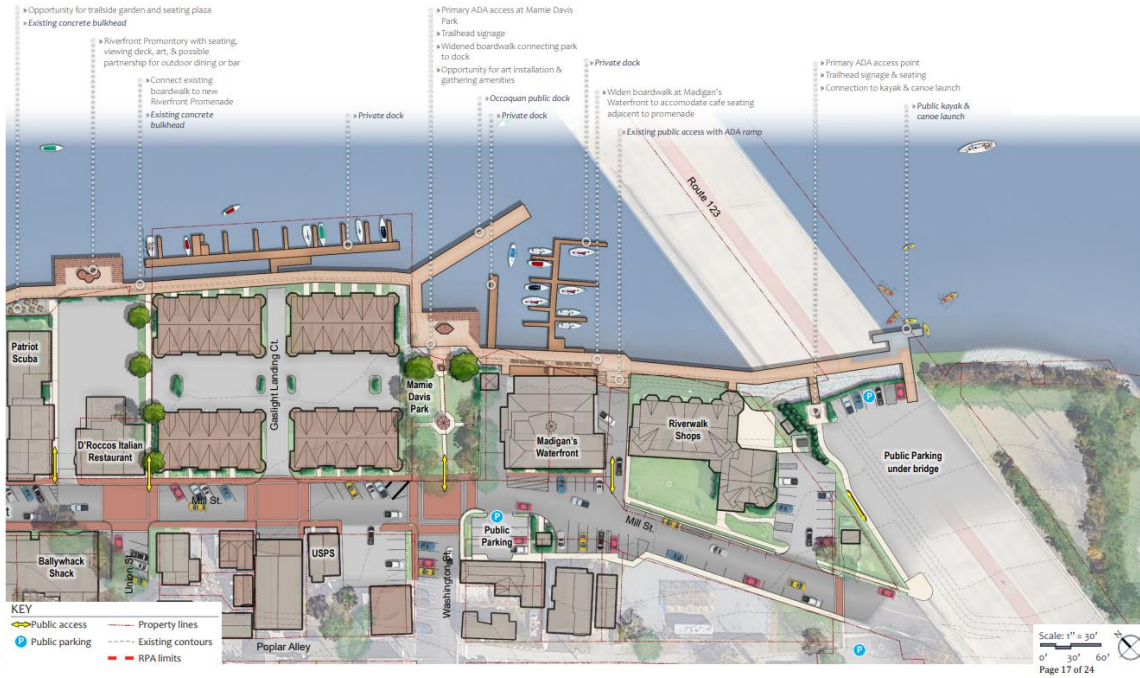
Adam Linn (Town Manager)

Bruce Reese (Town Engineer)

Matt Whitmoyer (Deputy Town Manager)

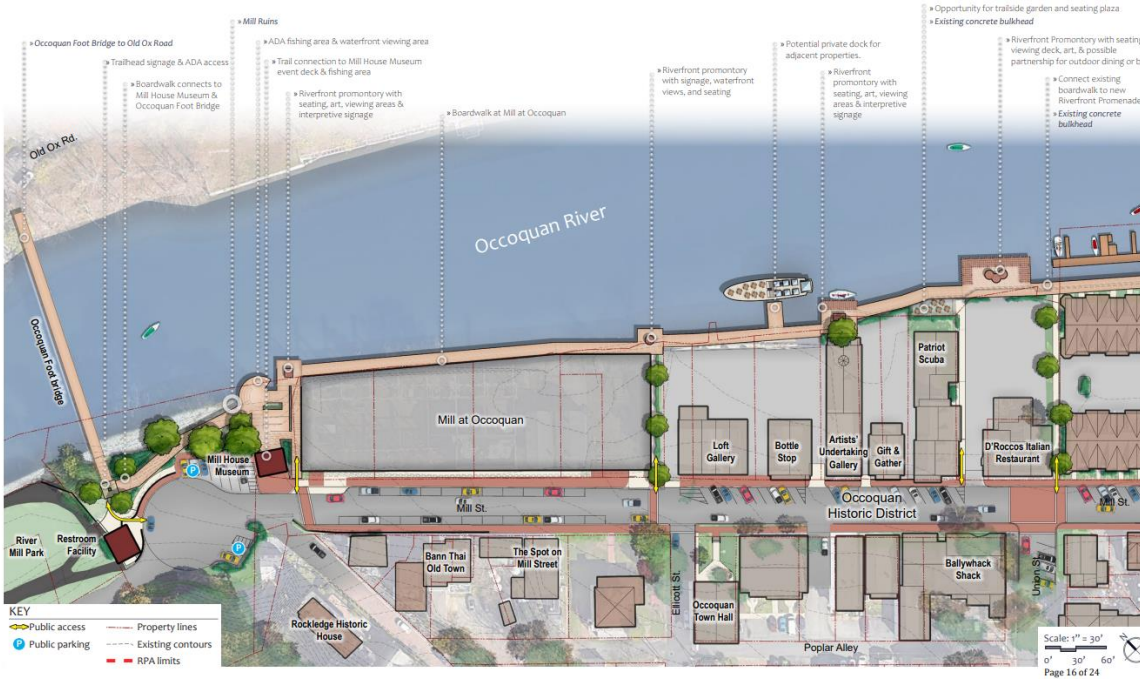
# ATTACHMENT B

Occoquan Riverwalk Vision Plan - East Section



## Overhead view of Proposed Riverwalk

Occoquan Riverwalk Vision Plan - West Section



## ATTACHMENT C (1)

Riverwalk Expansion Special Committee  
Thursday, November 30, 2023  
Occoquan Town Hall  
Meeting Summary

**Attendees:** Nancy Brinton, Theo Daubresse, Cindy Fithian, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, Matt Whitmoyer.

Chair Earnie Porta called the meeting to order at 5:00, had committee members introduced, and briefly reviewed both the purpose of the special committee and the relevant FOIA-related rules.

The chair suggested that committee members review both the Berkely Group report and the Planning Commission slides, taking whatever value from them that they believe is warranted. He advised members, however, not to feel constrained by either document. Planning Commission slides, he indicated, will be used as a starting point for committee discussions.

The committee discussed a basic timeline for the committee's work and focused much of its discussion on the rationale (or business case) for expansion of the riverwalk and the relationship of that rationale to a Riverwalk vision and/or Riverwalk options (e.g., do nothing, "standard," and "enhanced"). Councilmember Perkins was charged with elaborating at the next meeting on the attributes of a riverwalk that would reflect the objectives outlined in the Planning Commission's "Business Case" slide.

Among other things at the next meeting, it is also anticipated that committee member Roper may be able to walk the group through a rudimentary costs analysis as well as describe the process associated with a potential source of government funding.

The meeting adjourned at 6:05.



## ATTACHMENT C (2)

Riverwalk Expansion Special Committee  
Wednesday, December 13, 2023  
Occoquan Town Hall  
Meeting Summary

**Attendees:** Theo Daubresse, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, and Matt Whitmoyer.

Chair Earnie Porta called the meeting to order at 5:00 p.m., briefly recapped the prior meeting, and reviewed the committee's imminent next steps. The latter consists of agreeing upon the primary reasons for expanding the riverwalk (i.e., the value proposition) and listing the attributes that should be considered to satisfy that value proposition.

After discussion, the committee agreed that the primary reasons/objectives for expanding the riverwalk include: (1) resident and community access (both viewshed and physical access), (2) economic vitality (sustain current businesses and attract diverse new businesses), (3) education and events, and (4) placemaking and riverscaping.

After discussion, the committee identified the following attributes to consider in successfully achieving the four objectives above:

- Seating
- Lighting
- Social Spaces (bump outs, programmable spaces, imaginative spaces like amphitheaters and pocket parks, intimate spaces)
- Physical and visual differentiation and articulation (linearity and materials)
- Access controls (e.g., fencing)
- Public art
- Interpretive signage
- Child-specific spaces
- Waste receptacles
- Railing
- Water access (fishing areas, boating – hand carry launches and boat tie-up locations)
- Pedestrian/Bicycle/Pet Access

The group was encouraged to contact the chair with any additional attributes they might subsequently identify.

Nick Roper provided an overview of the TAP program and a preliminary analysis of basic potential costs using prior boardwalk construction activities, appropriate escalations factors, and basic boardwalk configurations, noting that differences in the geology of the shoreline could result in significant variation.

The primary focus of the next meeting will be to identify the relative importance of the attributes above for achieving the objectives for expanding the riverwalk.

The meeting adjourned at 6:38 p.m.

## ATTACHMENT C (3)

Riverwalk Expansion Special Committee  
Monday, January 29, 2024  
Occoquan Town Hall  
Meeting Summary

**Attendees:** Theo Daubresse, Cindy Fithian, Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, and Nick Roper.

### Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 5:00 p.m. and asked if there were any proposed changes to the summary of the meeting of December 13, 2023. There were none.

### Budgetary Parameters

Earnie Porta noted Nick Roper had confirmed that the maximum Transportation Alternatives Program (TAP) grant is \$2.5 million and would require a local match of \$625,000, for a total of \$3.125 million. This is a lifetime project maximum. Earnie noted that a match of \$625,000, if it came from town resources would be equivalent to (a) approximately 5 years of the total net revenues from RiverFest and the Fall Arts & Craft Show, (b) raising the real estate tax rate (assuming current assessments) by approximately 43% from .116 per \$100 to .166 per \$100 and holding it there for 5 years, (c) raising the meals tax rate (assuming existing budgeted gross receipts) by approximately 34% from 3.5% to 4.7% and holding it there for 5 years, (d) some combination of the above.

Nick Roper provided a list of the most recent TAP projects noting that 39 were screened, of those 24 were presented to the Commonwealth Transportation Board, and \$23.5 million was made available to northern Virginia. The vast majority of projects, though in some cases having substantial total project costs, requested less than the \$2.5 million maximum (the average request was for \$1.8 million). The \$2.5 million is a lifetime amount for any one project.

Earnie Porta noted that the Town Engineer had today provided an estimate of various pre-construction/non-construction costs and these totaled between \$620K-\$750K.

### Discussion of Narrative/Questions

Earnie Porta asked if there were any major questions regarding the draft running narrative of the project, noting that it was by no means final even for the subjects thus far covered. There were no major questions.

Earnie asked the group to consider whether or not the items proposed by Planning Commissioner Don Wood (his submission had been distributed in advance) should be added to the list of items to be evaluated as important characteristics for a successful riverwalk project. The group was unanimous in concluding that the ideas of a multi-function platform, a zip line, and a conservation station were not items that should be considered at this time as necessary for a successful project. With regard to

## ATTACHMENT C (3) Continued

retaining viewsheds of the river from Mill Street, the group agreed that this should be considered when considering riverwalk railing choices.

### Establish Importance of Riverwalk Characteristics to Valuation Goals

The group had a robust discussion of which characteristics should be considered critical to successfully meeting the goals of the riverwalk project.

The following items were deemed sufficiently important/mission critical:

- Riverwalk should at least match the 12 ft. width of the existing riverwalk
- Riverwalk should be widened at the existing connection between the Mamie Davis Park section and the Town dock/Gaslight Landing section.
- Attractive, pedestrian-level lighting (not overhead lighting)
- 2-3 additional social spaces (e.g. bump-outs, bump-ins, extensions, etc.)
- Benches on the riverwalk for seating
- Attractive architectural railings
- Some interpretive signage (e.g. historical/naturalist)
- At least 2 ADA access points (could leverage existing or currently planned in "The Mill at Occoquan")
- Preservation of some shoreline for fishing activities
- Adequate waste receptacles

The following items were considered, but not deemed sufficiently important/mission critical:

- Riverwalk width greater than 12 feet
- Overhead decorative lighting
- More than 3 additional social spaces
- Imaginative seating designs
- Artistic railings
- Public art spaces/public art
- More than 2 ADA access points
- More than 2 additional non-ADA access points
- Gated access points
- Bicycle lanes or riding access points
- Hand carry launch
- Designated fishing area on riverwalk
- Specific style of waste receptacles/receptacles that provide opportunities for artistic expression
- Dedicated, designated child-specific areas

Earnie Porta indicated that at the next meeting he would like Nick Roper and/or the town engineer to opine on what pre-construction costs the town should consider budgeting for in the coming fiscal year.

The meeting adjourned at 6:55 p.m.

## ATTACHMENT C (4)

**Riverwalk Expansion Special Committee  
Wednesday, February 28, 2024  
Occoquan Town Hall  
Meeting Summary**

**Attendees:** Theo Daubresse, Cindy Fithian (arrived 5:20), Adam Linn, Jenn Loges, Bob Love, Eliot Perkins, Earnie Porta, Bruce Reese, Nick Roper, and Matt Whitmoyer

### Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 4:30 p.m. and noted that he was deferring until the March meeting the agenda item on recommendations for the FY2025 budget. He also outlined the plan for future meetings. In particular, assuming progress at today's meeting and progress at the March meeting, he would then work with Bob Love on updating the draft report to the Council and submit that to the committee for review at its April meeting. This could result in the committee completing its work a month earlier than originally scheduled.

He asked if there were any proposed changes to the summary of the meeting of January 29, 2024. There were none.

### Prioritization of Riverwalk Segments

Chair Porta noted that with three segments of riverwalk expansion under consideration, the purpose of this discussion was to determine a priority ranking of those segments in the event funding was not available to construct all three at approximately the same time as part of a single project. The three segments are: (a) the westernmost, consisting of the area behind the Mill House Museum between the Nathaniel Ellicott pedestrian bridge and the western end of the Mill at Occoquan property, (b) a middle section, consisting of the area between the eastern end of the Mill at Occoquan property and the western end of Gaslight Landing, and (c) the easternmost, consisting of the area between the eastern end of the riverwalk behind the Riverwalk Shop complex and the town canoe/kayak launch ramp.

Nick Roper gave a presentation that analyzed past Transportation Alternatives Program (TAP) grants and provided updated cost estimates for the three riverwalk segments under consideration. He noted that when seeking funding under the TAP program, it is advantageous for a proposed project to show connections to larger regional trail networks. Consequently, given that the East Coast Greenway and Potomac National Scenic Heritage Trail both pass through town currently, but would be made more scenic and safer by being formally moved from the streets to the riverwalk, this connection to a regional trail network should be prominent in the town's planning and funding proposal. Based upon the recent history of TAP grants, it appears that an application in the approximate range of \$1.0 - \$1.5 million would be most likely to be favorably considered.

Committee members discussed the costs and importance of the three riverwalk segments under consideration. Members agreed that the completion of the middle section between the Mill at Occoquan property and Gaslight Landing made the most sense in terms of "completing" a riverwalk and making it part of a trail network. Eliot Perkins noted one disadvantage of prioritizing this segment is that any development of the adjoining shoreline would be entirely dependent upon the desires of



## ATTACHMENT C (4) Continued

private property owners, in contrast to the area behind the Mill House Museum, which is owned by the town. Members also discussed the relatively modest costs of completing the section between the eastern end of the existing riverwalk and the town's canoe/kayak launch ramp.

After discussion, the Committee concluded that funding priority should be given to the middle section (area between the Mill at Occoquan and Gaslight Landing) and the easternmost section (the area between the existing riverwalk and the canoe/kayak launch ramp) as part of one project if possible, with the area behind the Mill House Museum to be pursued at a later date upon further evaluation.

The chair adjourned the meeting at 5:35 p.m.

## ATTACHMENT C (5)

### Riverwalk Expansion Special Committee Wednesday, March 20, 2024 Occoquan Town Hall Meeting Summary

**Attendees:** Theo Daubresse, Cindy Fithian, Nancy Brinton, Adam Linn, Bob Love, Eliot Perkins, Earnie Porta, Bruce Reese, Nick Roper, and Matt Whitmoyer

#### Call to Order and Administrative Matters

Chair Earnie Porta called the meeting to order at 5:00 p.m. and asked if there were any proposed changes to the summary of the meeting of February 28, 2024. There were none.

#### Recommendations for FY 2025 Budget

Nick Roper and Bruce Reese reviewed the estimated costs of various items that the Committee might wish to consider recommending the town incorporate into its FY 2025 budget in order to best position the town to pursue TAP grant or other external funding in FY 2026.

After discussion, the Committee agreed unanimously to recommend to the Town Council that \$110,000 be budgeted for FY 2025 to fund (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with a barge, (4) Civil Design, (5) Architectural Design, and (6) contingency. Town Manager Adam Linn noted that a sum in excess of this had already been anticipated in Council discussions allocating what was previously identified as SLFRF funding and was thus available. The committee was reminded that under current rules these funds will not be able to be counted as part of the town's match requirement if a TAP grant is ultimately received.

#### Final Meeting and Report

The chair briefly reviewed the various items that had been decided in all the prior meetings and noted that he and Bob Love would be drafting the final report to the Town Council for the committee to review and approve at its next meeting. He requested that Eliot Perkins gather illustrative photographic examples of some of the attributes of the riverwalk that could be incorporated into the final report.

The final committee meeting was scheduled for April 15, 2024.

The chair adjourned the meeting at 5:52 p.m.

## ATTACHMENT C (6)

**Riverwalk Expansion Special Committee  
Monday, April 15, 2024  
Occoquan Town Hall  
Meeting Summary**

**Attendees:** Theo Daubresse, Cindy Fithian, Adam Linn, Bob Love, Eliot Perkins, Earnie Porta, Nick Roper, and Matt Whitmoyer

### **Call to Order and Administrative Matters**

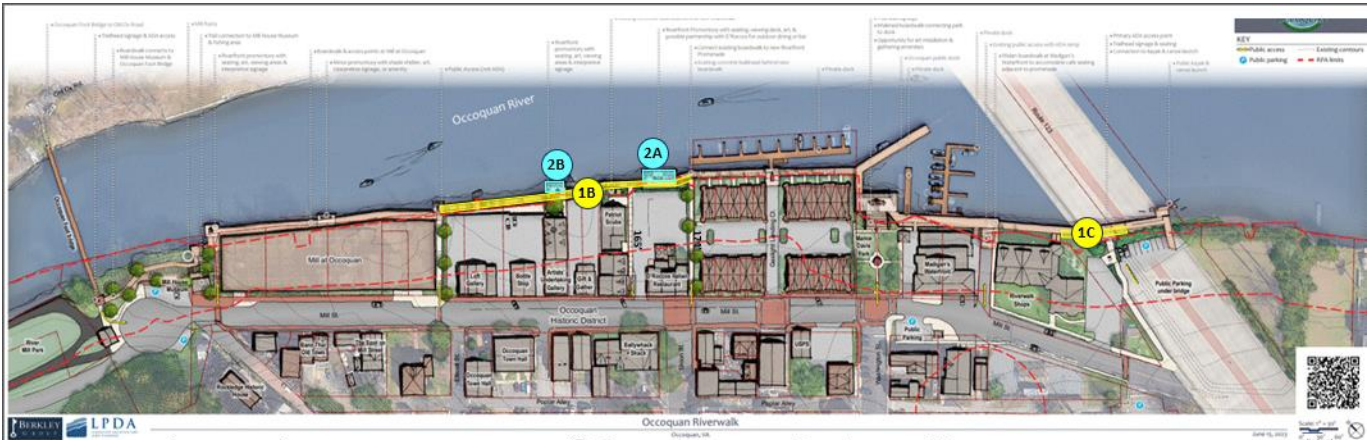
Chair Earnie Porta called the meeting to order at 5:10 p.m. and asked if there were any proposed changes to the summary of the meeting of March 20, 2024. There were none.

### **Review of Final Report**

The chair briefly reviewed the final report, which had been distributed prior to the meeting and asked for comments, corrections, or changes. Discussion ensued and the group agreed upon some non-substantive typographical changes. Mr. Perkins agreed to attempt to provide for the final report illustrative photographic examples of potential variations on the specific attributes the committee deemed critical to the success of the project.

The chair adjourned the meeting at 5:40 p.m.

# ATTACHMENT D



### 1 Riverwalk (12 ft width)

Segment	Area/ Length	PE (2023-24)	CN (2027)	Total
1A – Mill Museum to Footbridge (160')	1,920 sf	\$62k	\$238k	\$300k
1B – Mill Development to Gaslight Landing (370')	4,440 sf	\$142k	\$551k	\$693k
1C – Riverwalk Shops to Kayak Launch (100')	1,200 sf	\$38k	\$149k	\$187k
Subtotal		\$180k	\$700k	\$880k
40% Contingency		\$72k	\$280k	\$352k
<b>Total</b>		<b>\$252k</b>	<b>\$980k</b>	<b>\$1,232k</b>

### 2 Riverwalk Access and Supplemental Features

Segment	Area/ Length	PE (2023-24)	CN (2027)	Total
2A – Large Deck/Dock, 18x60	1,080 sf	\$35k	\$134k	\$169k
2B – Small Deck/Dock, 18x30	540 sf	\$17k	\$67k	\$84k
2C – Patriot Sidewalk	165 ft	\$39k	\$151k	\$190k
2D – Gaslight Sidewalk	174 ft	\$41k	\$159k	\$200k
2E – Underbridge Sidewalk	205 ft	\$48k	\$187k	\$235k
2F – Memie Davis Entr., 24x30	720 sf	\$23k	\$89k	\$112k
Subtotal		\$52k	\$201k	\$253k
40% Contingency		\$21k	\$80k	\$101k
<b>Total</b>		<b>\$73k</b>	<b>\$281k</b>	<b>\$354k</b>

### 3 Enhancements (Cost w/in Contingency)

- Trailside Garden
- Widen Existing Boardwalk
- Lighting
- Trailhead signage
- Shade Shelter
- Benches/Seating
- Public Art
- Interpretive Signage
- Museum Boat Launch
- Construction Easements**

Grand Total: @ \$1.586 Million (\$325k PE, \$1.261M CN) ⇒ Approximately high end of \$1-\$1.5 Million preferred TA range



**ATTACHMENT E**

<b>Town Engineer Non-Construction Cost Estimate - 01/29/2024</b>					
Task	Unit Cost	Notes	Unit	Total	Cost
Boundary Survey	\$2,500	Per Lot	10 5	\$25,000	15,000
Topographic Survey	\$1,200	Per Acre	3 1.5	\$3,600	6,000
Bathometric Survey	\$1,500	Per Day	2	\$3,000	--
Geotechnical evaluation with Barge	\$20,000	Hourly Estimate	1	\$20,000	15,000
Wetland delineation	\$7,500	Hourly Estimate	1	\$7,500	--
Preliminary Jurisdiction Determination	\$3,500	Hourly Estimate	1	\$3,500	--
RPA establishment	\$2,500	Hourly Estimate	1	\$2,500	--
Constraints and opportunities analysis (Berkley)	\$25,000	Hourly Estimate	1	\$25,000	--
Infrastructure Assessment	\$15,000	Hourly Estimate	1	\$15,000	--
Site Plan					
Civil design	\$65,000	Hourly Estimate	1	\$65,000 25%	16,000
VSMP	\$10,000	Hourly Estimate	1	\$10,000	--
Easement plats	\$3,500	Per Plat	10	\$35,000	--
ADA compliance					
Wetlands permitting - Joint Permit Application	\$30,000	Hourly Estimate	1	\$30,000	--
US Army Corps of Engineers					
Department of Environmental Quality					
Department of Historic Resources					
Department of Conservation and Recreation					
Department of Game and Inland Fisheries					
US Fish and Wildlife Service					
Time of year restriction					
Waters of the US					
Virginia Marine Resource Commission					
Floodplain	\$30,000	Hourly Estimate	1	\$30,000	--
FEMA					
Town of Occoquan					
Storm surge protection					
Architectural design	10% of const	Hourly Estimate		\$100,000 25%	25,000
PWC Building Department					
Structural interaction	\$7,500	Hourly Estimate	1	\$7,500	--
Legal	\$40,000	Hourly Estimate	1	\$40,000	--
Permits	\$50,000	Hourly Estimate	1	\$50,000	--
Grant oversight	\$50,000	Hourly Estimate	1	\$50,000	--
Construction					
Bids and award	\$10,000	Hourly Estimate	1	\$10,000	--
Oversight	\$15,000	Hourly Estimate	1	\$15,000	--
Project Manager	\$75,000	Hourly Estimate	1	\$75,000	--



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>11. Discussion Items</b>	<b>Meeting Date:</b> May 7, 2024
<b>11B: Riverfest &amp; Craft Show Update</b>	

**Attachments:** None

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item on the status of the Spring Riverfest and Craft Show for 2024.

Town staff was asked to update the Town Council on the Spring Riverfest and Craft Show scheduled for June 1-2, 2024. Specifically, Town staff was asked to provide a briefing on the following items:

1. The April 18 email requesting volunteers that included 5-hour and 7-hour shifts.
2. The economic analysis of using Commerce Street for parking, rather than vendors.
3. An analysis of vendors admitted and those turned away for lack of space.

**Staff Request:** Provide guidance as needed.